

## COVID-19 REGULATIONS FOR FINAL EXAMINATIONS

**For examinations:** Students must arrive at least ONE HOUR before the start of the examinations to follow all the protocols.

- a) All desk and table surfaces where Question papers and scripts are placed and chairs where students sit must be sprayed and sanitized before students and invigilators arrive in the examination venues; and the air must be sanitized or defogged.
- b) After students are screened at the entrance to the college, students proceed to exam venues in single file, at least 1.5 meters away from other students.
- c) Before entering the Examination venue, students stand at demarcations, 1.5m apart outside the venue where their ID documents and exam permits are checked.
- d) Students hands must be sprayed with 70% alcohol sanitizers as they enter the exam venue.
- e) Invigilators must also be given gloves to wear for each examination session: for checking student's documents and then collecting student's scripts and handling of scripts.
- f) Invigilators must discard gloves carefully in enclosed bins, before the next exam session. (Lecturers must avoid touching their face: eyes, nose and mouth).
- g) Any person entering the respective examination rooms must record their time in and time out with reasons for entry. This includes all monitors or officials from the central offices, regional or national DHET offices.
- h) All students leaving after the first hour of the examination, must also record the time of leaving and the student must either be escorted or informed to leave the premises with immediate effect.
- i) No congregating of students is allowed on the premises.
- j) Learners must not be allowed to share desks/tables.
- k) In terms of the requirements, students and lecturers or any other persons on the premises are not allowed to hug or shake hands.