



# **Rules and Regulations of the CBT Labs**

[2010]

This document contains the Rules and Regulations relating to the conduct of students, lecturers and invigilators in the CBT environment.

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# Students

## 1. Prior to entering the CBT<sup>1</sup> lab all students must please:

- 1.1. Consider that other students may be writing tests, be busy with practical classes, participating in workshops or courses and therefore remain silent while waiting to enter the CBT labs.
- 1.2. Have a valid student card ready for validation by a CBT staff member, lecturer or invigilator.
- 1.3. Follow all instructions given by a CBT staff member, lecturer or invigilator.
- 1.4. Abide by the Code of Conduct<sup>2</sup> as set out by the Informatorium<sup>3</sup>.

## 2. During a CBT all Students must please:

- 2.1. Comply with all the University of Pretoria Examination rules<sup>4</sup>, Code of Conduct for users of the student computing environment and all valid instructions given by a CBT staff member, lecturer or invigilator.
- 2.2. Provide a valid student<sup>5</sup> card upon request and further have the student card on display during the CBT<sup>6</sup>.
- 2.3. Complete the attendance slip<sup>7</sup> in its entirety<sup>8</sup>, before commencing with the CBT.
- 2.4. Provide their own sources and aids<sup>9</sup> during an “open book” CBT if so required.
- 2.5. Place all material and/or items<sup>10</sup> not required for the CBT purpose on the floor beside them.
- 2.6. Be aware that only in exceptional circumstances will a student be given permission to leave the CBT lab temporarily and such student must be accompanied by an appropriate CBT staff member, lecturer or invigilator.
- 2.7. Stop writing and/or stop using the computer once they have been informed that the session time has expired<sup>11</sup>.
- 2.8. When provided with a “final result” by the testing system – write the result down, in the relevant space as provided by the attendance slip, before they raise their hand for validation by a CBT staff member, lecturer or invigilator.

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<sup>1</sup> CBT stands for “Computer based test”.

<sup>2</sup> <http://www.up.ac.za/services/it/documentation/docs/ITS1208.pdf>

<sup>3</sup> All students entering the CBT lab have to pass through the Informatorium and all students must therefore have regard towards the Code of Conduct for users of the student computing environment.

<sup>4</sup> The University of Pretoria, General Regulations and Information 2010, pg38.

<sup>5</sup> The student card must show the current year and the student’s photo must be discernable.

<sup>6</sup> Students will be instructed, by a member of the CBT team, as to where the students are expected to display their valid student cards.

<sup>7</sup> This slip is provided to all students making use of the CBT labs.

<sup>8</sup> The only field that need not be completed before the student starts the CBT is the field relating to “final mark” as this information will only be made available upon the successful completion of the CBT and if this information is provided by the testing system.

<sup>9</sup> Only hard copy, click-up and internet (if prior arrangement has been made with CBT staff members) are possible. The USB ports in all computers located in the CBT lab have been disabled and the use of a flash disc is therefore impossible.

<sup>10</sup> This includes books, hand bags, pencil cases, etc.

<sup>11</sup> In the case of a CBT test this is done automatically in all other instances the notification that the time for the test has expired will be done a CBT staff member, lecturer or invigilator.

### 3. During a CBT no student shall be allowed to:

- 3.1. Enter the CBT lab after the punctual commencement of the test session, the only exception to this rule is that once the last test session for such module has started, a student may enter the CBT lab within the first five (5) minutes from when the CBT was scheduled to commence and providing that the student meets with requirement to gain valid entrance to the CBT lab.
- 3.2. Enter the CBT lab without a valid student card, unless such student is able to provide valid proof of registration<sup>12</sup> and supporting positive photo identification<sup>13</sup>.
- 3.3. Enter the CBT lab without wearing shoes<sup>14</sup>.
- 3.4. Wear a cap, “hoody” or wide brimmed hat.
- 3.5. Use any unauthorised apparatus including but limited to the following books, electronic means of communication or notes unless otherwise instructed as in the case of an open-book test or examination.
- 3.6. Assist or attempt to assist another student, or obtain help, or attempt to obtain help from another student with regard to any information.
- 3.7. Exchange any source of information, as in the case of an “open book” CBT, between themselves and other students.
- 3.8. Without the approval of a CBT staff member, lecturer or invigilator attempt to make use of, open or remove anything from the items placed beside them on the floor.
- 3.9. Log out of the computer or testing system until instructed to do so by a CBT staff member, lecturer or invigilator.
- 3.10. Smoke, eat or drink while in the CBT lab and further no student will be permitted to leave the CBT lab for such purpose as previously mentioned.

Note: If a student does not adhere to the Code of Conduct, a written warning will be issued<sup>15</sup> and further students are seriously warned about contravening any of the above instructions. If found guilty, a student may forfeit all credits for the entire year in which the rules or regulations have been contravened and the student may further be suspended from the University of Pretoria (and according to a mutual agreement between all universities registered in South Africa, a student will consequently be unable to register at any other university within South Africa for a set period of time).

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<sup>12</sup> This document may either be printed by the students themselves via Click-up or a student may collect such a document from the Client Service Centre (CSC – Open 08:00 16:00 Monday to Friday) and any cost involved is to be paid for by the student.

<sup>13</sup> Only an ID, passport or drivers licence are acceptable forms of photo identification.

<sup>14</sup> The only exception to this rule would be when a student does not require shoes as a result of medical conditions.

<sup>15</sup> Warnings will be issued as stipulated in paragraph 7 of the Code of Conduct (supra).

## Lecturers and Invigilators

### 4. Prior to the commencement of a CBT all lecturers and invigilators are required to please:

- 4.1. Comply with any valid request relating to the verification of students entering the CBT lab<sup>16</sup>.
- 4.2. Ensure that all students, waiting to enter the CBT lab, comply with the Code of Conduct for users of the student computing environment<sup>17</sup>.
- 4.3. Take note that at least one (1) Lecturer is required to be present for the duration of any CBT if there are less than fifty (50) students writing per session, however should there be more than fifty (50) students writing in any session then the lecturer must be accompanied by at least one other member for the relevant faculty<sup>18</sup>.
- 4.4. Be present at least ten (10) minutes before the scheduled test is to commence<sup>19</sup>.

### 5. During a CBT all lecturers and invigilators are required to please:

- 5.1. Understand that the seating of students is at the sole discretion of the CBT staff and will in most cases be done by the CBT staff alone.
- 5.2. Not interfere with any decision, taken by a CBT staff member, relation to the admittance or denial of entry to the CBT of any student when it relates to the requirement that all students must provide a valid student card or in the alternative provide valid proof of registration and supporting positive photo identification<sup>20</sup> when entering the CBT lab.
- 5.3. Follow any request by a CBT staff member for help relating to the verification of student results as and when it becomes necessary to do so.
- 5.4. Remain in the CBT lab for the entire duration of the test session and not leave the CBT lab unless absolutely necessary<sup>21</sup> and if it is necessary, to keep it to an absolute minimum since the available testing time for a CBT is controlled by the computer and should a student require your help and not be able to receive it timelessly, the student will not be able to get extra time.

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<sup>16</sup> This may entail the comparing of a name list (provided by the relevant department) of students who may, due to time slot allocation, write in the specific session against those students that simply want to write in any session.

<sup>17</sup> This is specifically relevant to ensuring that the students respect all other users of the student computing environment by remaining silent and refrain from making a noise before entering the CBT lab.

<sup>18</sup> This requirement is previously agreed to when making the booking with the CBT lab for any test taking place in the CBT environment and is merely placed here for convenience and emphasises.

<sup>19</sup> The CBT will be delayed by the CBT staff until such time that the lecturer is present and no exception to this rule is allowed.

<sup>20</sup> The fact that a lecturer can positively identify the student in question will not be sufficient for such student to gain valid entry to the CBT lab and write the test.

<sup>21</sup> An example would be to use the ablutions or make/take an important phone call.