

Guidelines for examination candidates – version 2 (25 June 2020)

1. Background

The employer shall ensure that examination candidates comply with the provisions laid down by the authorities on infection control and prevention.

2. Purpose

The purpose of these guidelines is to explain the infection control provisions that examination candidates must comply with.

3. Responsible authority

The Director of the Department of Personnel and Organisation is responsible for these guidelines. The guidelines shall be used by all examination candidates who are physically present on campus.

4. The following rules apply to examination candidates

- Do not show up for an examination if you feel unwell and have symptoms of respiratory infection on the day of the examination. You can submit an application for legitimate absence up to one week after the examination date.
- The examination premises will be cleaned and prepared before the examination.
- Keep at least one metre apart from each other and from the invigilators.
- Wash or sanitise your hands when you arrive on campus.
- Observe good cough hygiene.
- Draft paper, information sheets about Wiseflow and the infection control rules will be placed on the desks before the examination.
- Checking in:
 - Present your ID at the check-in desk outside the examination room
 - The invigilator will tick you off on the list (you should not sign the list)
- Printed examination papers will not be distributed. Digital examination papers will be issued in Wiseflow.
- Any questions during the examination should be written on a piece of paper and shown to the invigilator.
- Maintain a safe distance from others on breaks. Wash or sanitise your hands after every trip outside or to the toilet.

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- When submitting via Wiseflow, the invigilator will show you the password so that you can enter it yourself before clicking “submit”.
- If you have to use public transport to get to the campus, you must decide whether or not it is safe enough to do so and comply with the relevant infection control rules.

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