

Final Assessment Rules and Regulations

Rules and Regulations when completing online Final Assessments:

Students are reminded that a secure, proctored environment is required to complete the IMM Graduate School online Final Assessments. Students need to comply with all the assessment rules and regulations to avoid the invalidation of their assessments.

1. Students must familiarise themselves with the module code, assessment date and assessment time before attempting an assessment online. Students will not be permitted to attempt missed assessments at a later date.
2. Students must read the "How to Guide to Complete a Final Assessment eActivity" on eLearn.
3. Students must spellcheck their work using English (South Africa) or English (UK). Up to five marks may be deducted for spelling errors.
4. For **eLearn technical assistance** or **academic assistance** during timed, online assessments, students must submit their queries to helpme@immgsm.ac.za.
5. The following proctoring rules and regulations apply:
 - a. When required, students need to download and register on the proctoring application. Attempting the practice assessment on eLearn is compulsory. The practice assessment must be attempted and completed at least a week before the start of the Semester's Final Assessment. It is the responsibility of the student to ensure that they are familiar with any proctoring application before an online assessment.
 - b. The requirement for effective proctoring during online assessments is a quiet room with a blank wall behind the student, with good lighting. Failed proctoring tests due to noise or inadequate lighting may result in the invalidation of the online assessment, and the student will receive a zero for the assessment.
 - c. It is the responsibility of the student to ensure that their mobile device is fully charged before the assessment and that they have data available to log into the proctoring application and to upload the requested selfies and any other required invigilation data.
 - d. Students must log into the proctoring application 5 minutes before the start time of the assessment and, if required, scan the module-specific assessment QR code available in the module tile on eLearn using the proctoring application.
 - e. Students requiring assistance with the proctoring application are required to send a WhatsApp message (typed or voice note) to 073 505 8273. This number cannot be phoned and is not intended for eLearn or academic queries. eLearn assistance or academic queries must be directed to helpme@immgsm.ac.za
 - f. Liveness detection tests ensure that students complete their own assessments and consist of prompts via the proctoring application to take selfies, pictures of an original form of identification or pictures of the surroundings of the student. For the duration of the online assessment, students are required to have the proctoring application ready to respond to these prompts within 15 seconds. Bathroom breaks must be kept to a minimum to avoid failed liveness detection tests. Failing any of these liveness detection tests may result in the invalidation of the assessment and a mark of zero for the assessment.
 - g. The following documents are regarded as acceptable forms of identification:
 - An original ID Book/Card
 - Driver's License with photograph
 - Passport
 - ID Book application with photo as issued by the Department of Home Affairs (not older than 6 months)
 - Temporary Driver's License with photo as issued by the Department of Transport (not older than 6 months)
 - Learner's License Certificate with photo as issued by the Department of Transport (not older than 6 months)
 - h. The proctoring application records the entire online assessment session. Loud music and inappropriate language are not permitted. Any person entering the room will be recorded and may invalidate the online assessment. Any discussion related to the online assessment session will result in the invalidation of the assessment. Students will receive a mark of zero for invalidated assessments.
 - i. One of the assessment questions may prompt students to acquire a one-time password from the proctoring application and capture the password in answer to the question.
 - j. The proctoring application requires a data connection at the end of the assessment to upload the collected data. Failure to upload the collected data will result in the invalidation of the assessment, and the student will receive a zero for the assessment.

- k. Use of the proctoring application is compulsory. Students in a country or territory where the proctoring application is not supported may be granted permission to register and pay for private invigilation or use the PC-version of the application. For private invigilation, the student will be required to source the invigilator who will be approved by the IMM Graduate School. If approved, the student will be liable for any fees levied by the invigilator. Failure to use the proctoring application or private invigilation will result in the invalidation of the assessment, and the student will receive a zero for the assessment.
 - l. Minimising the proctoring application during the online assessment will result in the invalidation of the assessment. The proctoring application on a mobile phone is minimised when the phone, WhatsApp, instant messaging or mobile phone applications, including calculators and calendars, are used. Phone calls or WhatsApp messages to seek technical assistance will be verified.
6. Queries regarding the Final Assessment question paper must be made within the first two hours of the Final Assessment - no queries will be accepted after that.
 7. Should the IMM Graduate School need to communicate module specific information to students during the Final Assessment, SMS messages will be forwarded and if needed, further messages will be posted on the Announcement section of the module on eLearn. Students should therefore not set their mobile devices to flight mode, as this will also prevent SMS's from being delivered.
 8. Failure to observe the above rules will be considered cheating. Students who are found cheating or who are suspected of cheating, during a Final Assessment, may be suspended from the IMM Graduate School pending the outcome of a disciplinary inquiry.
 9. Transgression of the Final Assessment Rules and Regulations will be investigated and a decision on the appropriate course of action will be at the discretion of the IMM Graduate School.

Rules and Regulations when completing Final Assessments at a venue (not online):

1. Students must be seated 15 minutes before the start of the Final Assessment. The doors to the venue will close 10 minutes before the start of the assessment. Late students will only be permitted to enter after the examination has commenced. No additional time will be given to late students. No student will be allowed to enter the examination venue should they arrive later than one hour after the commencement of the examination.
2. Only students with a valid form of identification will be allowed into the examination venue. The following documents are regarded as acceptable forms of identification:
 - a. An original ID Book/Card
 - b. Driver's License with photograph
 - c. ID Book Application with photo as issued by the Department of Home Affairs (not older than 6 months)
 - d. Temporary Driver's License with photo as issued by the Department of Transport (not older than 6 months)
 - e. Learner's License Certificate with photo as issued by the Department of Transport (not older than 6 months)
3. An Exam Confirmation Letter stating the name of the venue where the student arrived is compulsory to gain access to an examination venue. Such an Exam Confirmation Letter must be in printed format and not on an iPad or Tablet or similar device as the printed copy is required for control purposes by the invigilator. Each student must print out their Exam Confirmation Letter before the commencement of the examination session.
4. Examination Venues cannot be changed after the 1st of April for the first semester and after the 1st of September for the second semester each year. Students must confirm that they are registered for the correct venue.
5. It is the responsibility of the student to ensure that the correct module question paper has been handed to him/her at the start of the examination. Students are required to compare the module code stated on the Exam Confirmation Letter with the module code on the question paper (e.g. MAR101B).
6. Students may not leave the examination venue within the first hour (including going to the bathroom) or the last fifteen minutes of the examination. Students who leave the examination venue during the first hour will not be allowed to return to the examination venue.
7. Students must keep their stationery in transparent pencil cases/plastic bags on their desks at the Examination Venue.
8. No mobile phones or smart watches are permitted on one's person or on the desk during the examination.
9. Approved calculators may only be used during an examination if specifically authorised.
10. Failure to observe the above rules will be considered cheating. Students who are found cheating or who are suspected of cheating, during an examination, may be suspended from the IMM Graduate School pending the outcome of a disciplinary inquiry.
11. Students acknowledge and accept that the IMM Graduate School is indemnified against all liability, loss, personal injury or damage, from any cause arising, which students and/or their dependents may sustain or suffer as a result of the student being on IMM Graduate School's premises and/or writing any examination in any examination venue chosen by the IMM Graduate School. Students are therefore specifically advised not to bring any valuables to the examination venue.
12. The interpretation and implementation of the IMM Graduate School policies, rules and regulations are at the discretion of the IMM Graduate School