

# TAKE HOME EXAMINATIONS PROCESS FOR FACULTIES

In order to secure and maintain the safety and integrity of the take home examination question papers and scripts, the processes below must be adhered to. Please note the following :

- Examination question papers must be submitted as per the normal process, clearly indicated as a Take home examination.
- Should examination material (answer books, control forms) be required, these may be collected from Examinations and Graduation Office 48 hours before the examination. These will only be issued to staff members (no students). Identification will be required (valid staff cards).
- Departments / Faculties must manage the exam process.

## **Distribution of Take Home examination question paper**

1. Departments are advised to place the take home examination question paper on Ikamva on the day of the scheduled examination. An email must be sent from the Ikamva site to all students registered for the module, to inform them that the question paper is available. All information must be given to the students on Ikamva or via email (Submission date, submission process, submission format, etc). An earlier notice may be placed on Ikamva to inform students that this will be the mode for the examination.
2. Departments may also hand out hardcopy examination question papers at the department, provided they ensure that each student signs a classlist and completes a control form to confirm receipt of the examination question paper.
3. A copy of the signed classlist and all control forms must be sent to the Examinations and Graduation Office for record purposes. This examination will not be considered completed, until this list has been received.

## **Submission of Take home examination**

1. Students may submit their completed examinations via email or by submitting the hardcopy to the academic department. Students are required to sign a classlist to confirm submission, if handed in to departments.
2. In the case of emailed submissions, the lecturer will submit a completed classlist to the Examinations and Graduation Office. This examination will not be considered completed, until this list has been received.