



UCT ONLINE HIGH SCHOOL

POLICIES

CYCLE TEST AND EXAMINATION REGULATIONS



in collaboration with
VALENTURE INSTITUTE



SCOTTISH ASSOCIATION OF COMPREHENSIVES AND SECONDARY INSTITUTES
SACAI IS A MEMBER OF THE ASSOCIATION OF INDEPENDENT SCHOOLS (AIS)



OVERVIEW

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| Purpose | This document sets out the rules and guidelines that learners must follow when completing online Cycle Tests and Exams. It outlines expectations for conduct, technical requirements, and the consequences of not adhering to regulations. |
| Custodian | Academic Implementation Lead |
| SME | Director of Learner Experience Head of Academics Academic Managers Support Lead |
| Approval Authority | Chief Academic Officer |
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1. Purpose

The purpose of the Cycle Test and Exam regulations document is to set out the rules and guidelines that learners must follow when completing online Cycle Tests and Exams. It outlines expectations for conduct, technical requirements, and the consequences of not adhering to regulations. Failure to adhere to the rules and meet these requirements will result in the learner being deemed unsuccessful in writing their Cycle Test or Exam. It will be considered an infringement of the UCT Online High School Cycle Test and Exam Regulations. Learners who are considered to have violated UCT Online High School's Cycle Test and Exam regulations will be referred to the Disciplinary Committee and School Assessment Irregularity Committee (SAIC) for investigation. While the investigation is underway, a learner's marks could be withheld, and if found guilty, a sanction may be awarded.

2. Before the Cycle Test or Exam

2.1 Preparation

Learners must:

- Familiarise themselves with all Cycle Test and Exam regulations before writing.
- Complete the General Orientation Course: Module 2 – Get set up, and the accompanying Cycle Test/Exam demo component.
- Familiarise themselves with the final Cycle Test and Exam timetable, published on the Info Hub and the learner's school calendar.



- Be fully prepared before the scheduled start time of the Cycle Test or Exam as indicated on the final Cycle Test and Exam timetable, published on the Info Hub and the learner's school calendar.
- Start writing at the indicated start time promptly; the 30-minute access window is there for troubleshooting in case of emergencies.
- Begin their Online Campus Cycle Test or Exam attempt within the first 10 minutes of the access period, unless they have experienced issues, which have been reported to the Support Team immediately.

2.2 Devices and Environment

Learners must:

- Start their devices early to allow for any updates and fix any device-related issues.
- Ensure their laptop and mobile phone are fully charged or connected to power for the entire Cycle Test or Exam assessment.
- Use a stable internet connection that meets the minimum requirements outlined in the stationery list, whether that be mobile data or WiFi. If using mobile data, the learner should be connected with one SIM only. Please note that issues with personal networks or service providers are not the responsibility of the school. This responsibility lies directly with the guardian of the enrolled learner. .
- Learners should ensure they have a backup plan in place in case of any network-related issues.
- Test the camera and sound functionality on their devices before beginning.
- Ensure all equipment (camera, microphone, storage space, etc.) is fully operational.



- Calibrate their laptop or PC on the Invigilator Web Browser before starting.
- Permissions and notifications must be enabled on the Invigilator Web Browser.

3. Starting the Cycle Test or Exam

Learners must:

- Begin writing the Cycle Test or Exam on the Online Campus and begin invigilation on the Invigilator Web Browser at the exact start time stated on the final Cycle Test and Exam timetable on the Info Hub.
- Begin their Online Campus Cycle Test or Exam attempt within the first 10 minutes of the access period, unless they have experienced issues, which have been reported to the Support Team immediately.
- Start their invigilation within the first 30 minutes of the exact start time; otherwise, they will not be able to access it at all. Even if they write and submit on the Online Campus, they will receive a zero mark due to missing proctoring data.
- Access the Invigilator Web Browser using only their UCT Online High School Google Account.
- Remain inside the Invigilator Web Browser for the full duration of the Cycle Test or Exam.
- Take their required selfie as soon as prompted on the Invigilator Web Browser at the beginning of the Cycle Test or Exam. Learners will receive a pop-up and a sound notification.



4. During the Cycle Test or Exam

4.1 Conduct and Academic Integrity

Learners:

- Must write without communicating with any person, platform, or tool other than official support channels to report any issues.
- May not use WhatsApp, Telegram, AI tools (including ChatGPT), course material, and online sources.
- May not listen to music or have open any entertainment apps while writing their Cycle Test or Examination.
- Must abide by UCT Online High School's Academic Integrity Policy and Learner Code of Conduct. UCT Online High School has a zero-tolerance policy for cheating, plagiarism, and academic dishonesty.
- Keep notifications for The Invigilator App enabled to receive all prompts.
- Keep all devices free of music or audio, as microphone recordings detect prohibited sound.
- Keep all other applications, tabs, or windows closed; any prohibited application or tab results in an immediate zero. This includes any app that opens automatically on startup. Please ensure that you have sufficient time to close these ahead of writing.
- Use the timer on the Online Campus as the point of truth. The total time remaining will be indicated on the Online Campus and includes reading time, writing time, as well as scanning and submitting time.

For example:

- 10 minutes for starting and reading time



- 1 hour (60 minutes) of writing time
- 15 minutes scanning and submitting time
- A total time allocation of 85 minutes will be awarded on the Online Campus, and as soon as the timer has 15 minutes left, the learner must scan their script and submit it on the Online Campus before the total time runs out.
- Learners are responsible at all times for monitoring the timer and ensuring their scanned script is submitted before it expires and within the 15-minute allocation.

4.2 Answer Format

Learners must:

- Complete the online declaration of authenticity when submitting their Cycle Test or Exam script.
- Handwrite their Cycle Test and Exam answers, unless:
 - They have an approved typing or scribe concession. In the case of a typing concession, the concession approval must be stated in the form of an internal UCT Online High School concession approval letter (Grade 8-9) or SACAI concession approval letter (Grade 10-12).
 - They are completing a practical test/ exam that explicitly requires typing, coding, etc. to be submitted that can not be handwritten.

5. Scanning and Submitting the Test or Exam

5.1 Scanning Requirements



Learners must:

- Use a third-party scanning app (e.g., CamScanner) to clearly scan their script and email it to themselves. The emailed scanned script must be downloaded from their email and uploaded onto their Cycle Test or Exam attempt, within the allocated time on the Online Campus.
- Complete scanning, uploading, and submitting within:
 - 15 minutes for all Cycle Tests and Exams.
 - 20 minutes for practical Cycle Test or Exam assessments in CAT and IT.
- Please note that this scanning and submission time is added to the overall time on the Online Campus attempt.
- Review the scanned script to confirm legibility, completeness, and correct page sequence.

5.2 Submission Requirements

Learners must:

- Scan and upload their full written script in PDF Format on the Online Campus before their time runs out on the Online Campus. Timing out is not a valid excuse.
- Avoid uploading incorrect files (e.g., question papers), incomplete files, or illegible files.
- No resubmissions, manual uploads, scripts emailed to the Support Team, or any alternative submissions are allowed under any circumstances.

6. Cycle Test and Exam Invigilation Requirements



Learners must:

- Use only their UCT Online High School Google Account for invigilation.
- Ensure full, continuous invigilation throughout the Cycle Test or Exam assessment.
- Learners must not end/finish the test session on the Invigilator Web Browser before they are done writing.
- Upload their invigilation data through the Invigilator Web Browser within 48 hours of completing the Cycle Test or Exam assessment, including when using the “upload later” function.
- Understand that missing, incomplete, or inconsistent invigilation data (including discrepancies over 15 minutes) results in a zero mark being awarded.
- Understand that The Invigilator Desktop App is not accepted, and invigilation must occur through the Invigilator Web Browser.
- A valid Cycle Test or Exam assessment requires a complete script submission on the Online Campus and complete invigilation data via the Invigilator Web Browser.

7. Support and Troubleshooting

Learners must:

- Report issues immediately, including a full description of the problem and steps already attempted. Please include clear evidence that shows the date and time.
- For issues experienced when starting the Cycle Test or Exam, learners must reach out within the access period with sufficient time for troubleshooting to occur before the access period ends.



- Explicitly request escalation to a human Support Advisor at least 15 minutes before the access period ends if Msizi (AI Support Assistant) cannot resolve the issue.
- For issues experienced when submitting the Cycle Test or Exam, learners must reach out immediately within the submission time with sufficient time for troubleshooting to occur.
- Provide valid time-stamped evidence (screenshots or videos showing the error, date, and time).
- Send video evidence of attempted troubleshooting if the Support Team instructs you to follow specific steps.
- Understand that the Support Team may guide troubleshooting but cannot be held responsible for missed Cycle Test or Exam due to user errors, device malfunctions, or connectivity issues.
- No excusals may be logged for missed Cycle Test or Exam due to user errors, device malfunctions, or connectivity issues.
- The Support Team cannot assist when valid evidence of the error and the attempted troubleshooting steps are not provided.
- Valid evidence consists of full-screen screenshots and a video of the error, with the time and date clearly visible on all evidence provided.
- Proactively store time-stamped and dated evidence, especially if unsure whether an error might affect their completion and submission of the Cycle Test or Exam script or invigilation.

8. Issues Not Eligible for Exceptions or Special Considerations

The following do not qualify for special consideration, resubmission, manual uploads, excusals, or alternative assessment opportunities:



- Personal network or service provider issues
- Load-shedding or power outages
- Device storage limitations
- Crashed or malfunctioning devices
- Faulty cameras or microphones
- Printer or ink issues
- Battery failures
- User errors (e.g., uploading the wrong file, finishing the Cycle Test or Exam assessment prematurely, or incomplete scans)
- Running out of time before a script is correctly uploaded
- Device errors of any kind
- Accidentally finishing your invigilation on the Invigilator Web Browser or your Cycle Test or Exam attempt on the Online Campus prematurely is treated as user error and will result in the submission of what was completed at that point. This will be the final submission, and no additional attempts will be granted.

9. Requirements for a Valid Cycle Test or Exam Assessment Submission

A Cycle Test or Exam is considered successfully completed only when both of the following are submitted:

1. A complete, legible, correctly uploaded script on the Online Campus.
2. Full, successfully uploaded invigilation data. If using the “Upload later” function on the Invigilator Web Browser, the outstanding invigilation data must be uploaded within 48 hours of the start time of the Cycle Test or Exam.

Failure to meet either requirement results in a zero grade.