GUIDELINE FOR THE ONLINE TESTING SYSTEM

The examination will be conducted online on the exam.net platform.

All candidates are required to read and understand all guidelines outline in this document in preparation for the online examination:

- Applicant will be identified by the invigilator, on the day of the examination, by means of their bar-coded SA ID document, drivers' license, or valid passport.
- Ensure that you have a fully functional computer e.g. a Desktop or Laptop.
- Ensure that you have a stable internet connection.
- Ensure that you have a mobile webcam covering a wide spectrum of your exam area and a microphone. This view must include yourself and the device that you are using to write the examination. The camera should be placed either on the left or right of yourself.

<div align="center">or</div>

- Alternatively, the candidate can use two(2) separate laptops.

  (Note you would not be allowed the use of your built-in camera on your laptop during the exam process)
- Candidates are required to ensure that they have all the necessary equipment before applying for the examination.
- The online system comprises of a split screen. The top half displays the question and the bottom half is whereby you are required to type in your answers.
- All answers are required to be typed in.
- Ensure that your system is virus free and all updates have been deactivated as this will slow your system.
- Note that the examination opens at a set time and closes at the end of the examination automatically.
- All candidates are required to ensure that they manage their time adequately per question to complete the examination on time.
- Ensure that your system is not left unsupervised for a long space of time as the system will give you 30 seconds to re-activate. Failure to re-activate the system will log you off (terminal the exams) and you will not be able to log back.
- The system has a chat so that you can communicate with the invigilator and the administrator,
- The exam will start and finish at a specific time on which the system will open and close automatically on the defined time respectively.

  - Paper 01   09:00am-12:00pm (Closed Book Exam)
  - Paper 02   09:00am-12:00pm (Open Book Exam)

- Do not open any other site or other browser other than the online exam page as the online system will automatically log you out from the examination.
- It is the responsibility of the candidate/professional to ensure that all necessary measures are put in place to accommodate loadshedding during the examination.
- In the event of load shedding during the examination. You are required to notify SACAP immediately via email and telephone.
- The use of virtual machines is not allowed during the examination process and will be regard as a sign of cheating
- The complete submission of the examinations is the onus of the candidates. (When submitting

**South African Council
for the Architectural Profession**

51 Wessel Road, Right Wing,
Rivonia, Sandton, 2128

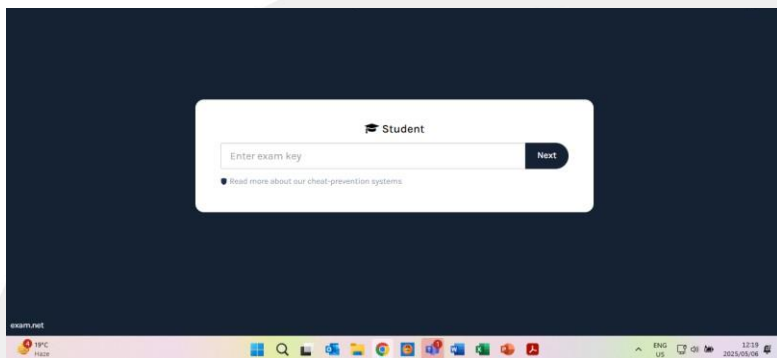P.O. Box 1500, Rivonia, 2128

Tel: 011 479 5000 | Fax: 011 479 5100

Email: info@sacapsa.com
Web: www.sacapsa.com

your exams after completion, you are required to ensure that you are connected to the internet.
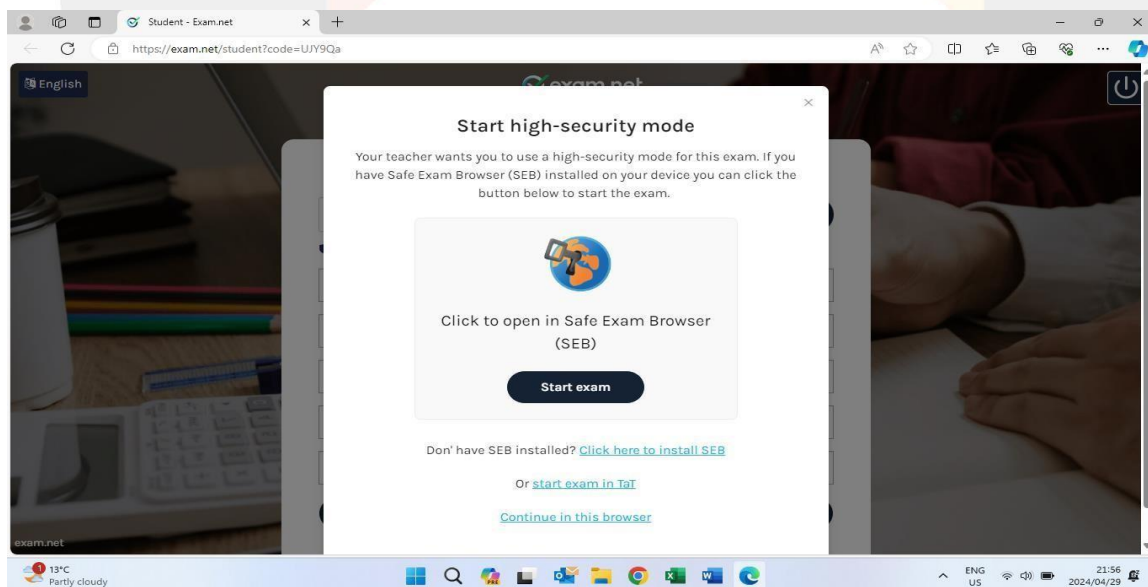**(No offline submission will be allowed)**

FOLLOW THE STEPS BELOW TO START THE EXAMINATION
THE START OF THE EXAMINATION

➢ On the day of the exam, candidates are required to click on the link supplied by SACAP to get access to the examination.

➢

➢

➢ Enter the exam code supplied by SACAP
➢ Click on next
➢ Thereafter, follow the steps below:

➢ Click on **CONTINUE IN THIS BROWSER**

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➤ **Do not delete code**

➤ **You are required to enter:**

First Name:
Last Name:
Email Address:
Phone Number:
SACAP Registration Number, ID no, Gender, Race, Province, Disable Yes/No: **SACAP registration number eg, CAT512 (Do not allow for spaces)**

➤ **Click on Fetch the exam**

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➢ To start the examination, click on **BEGIN EXAMS**

➢ On the top left-hand corner your name, surname, Registration number will be displayed.
➢ Calculator also available on the lefthand side of the screen
➢ A teacher chat option is also available for candidates to chat to the invigilator during the examination session. Instructions to candidates will be place on the teacher chat during the examination session.
➢ On the right you can scroll through the paper and view all the questions.
➢ The right half you would be required to type in your answers example below:

Question 01
(Ensure that you rule a line at the end of each question. As this will make the marking process easier)
1.1
1.2
1.3
1.4
1.5

_____

Question 02
(Ensure that you rule a line at the end of each question. As this will make the marking process easier)
2.1
2.2
2.3
2.4
2.5

_____
➢

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➢ Once you have completed the exams click on **SUBMIT EXAM (Ensure that you are connected to the internet before clicking on the submit exam button)**
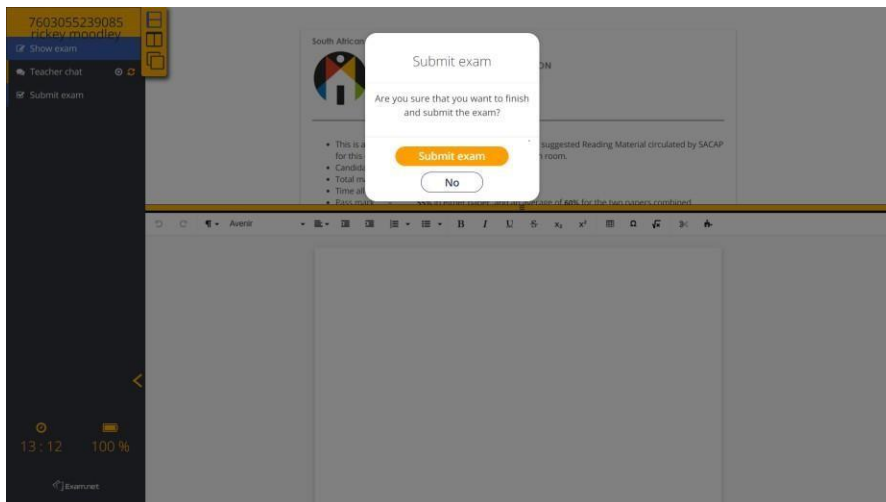
➢ Once you click on submit exam, a message will be displayed as seen below:
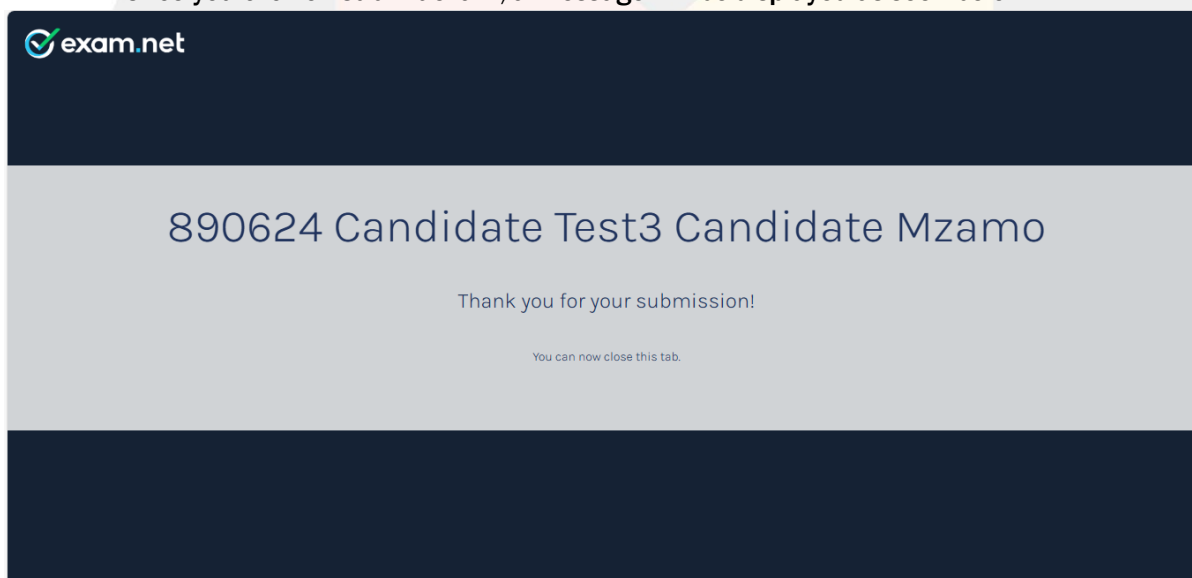
➢ Thereafter, Close & Exit

The system will not email any confirmation. The message above serves as confirmation.

NB: ALL CANDIDATES MUST ENSURE THAT THEY NUMBER ALL ANSWERS AS PER THE QUESTION PAPER. i.e; 1.2, 4.6.6 etc

In the event of challenges accessing or submitting the exams. Contact the following individuals:

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Web: www.sacapsa.com

- ➢ **Zama Mzamo 072 024 5426 or (011) 479 5000**
- ➢ **Munetsi Chiunda (011) 479 5000**
- ➢ **Sfanele Mathebula (011) 479 5000**

SACAP would like to wish all candidates everything of the best in their examination.

Best of luck