

Exam schedule

Students must find out when their exams are scheduled and take those exams at the times scheduled by the University. **The exam schedule is posted on the website.** The excuse of misreading the exam schedule will not be accepted.

Please note that each exam day is divided into 2 sessions:

- Morning (starting at 09:00),
- Evening (starting at 18:00).

Examination Admission time

- Candidates are responsible for presenting themselves at the examination room at the appropriate time.
- Candidates may be admitted to the examination room **up to 30 minutes** after the official start of the examination but not normally thereafter. No allowance will be made for lateness in terms of extra time at the end of the examination.

Valid student identity card

Inside the Examination Room:

- The invigilators will announce details of the seating plan once students are in the examination room.
 - Students **must bring their Valid Student Identity Card** with them to the examination room and will be required to place it on the desk immediately after taking their seats. Students will be required to display their student Identity Card on the desk throughout the entire examinations. It is the responsibility of students to replace mislaid or lost Identity Cards before examinations. Students without any proof of identity will not be accepted in the examination room. In the occasion a student does not have the student identity card with them, they will be accepted with any valid, official identification document (personal identity card, passport etc).

Examination Rules

General Rules

- Once inside the examination room the invigilators will provide detailed instructions for candidates.
- The consumption of food and drink is not permitted in the examination room.
- Candidates experiencing health problems during the exam should report it to the Invigilator.

Official exam stationery

- Candidates must use only the official stationery provided (Examination Answer Book and additional official paper).
- Any rough work must be written on additional official paper given by the invigilator.

Note that rough work, if any, should be crossed out and attached to the Answer Book upon completion of the exam. Nothing other than the question paper may be taken from the examination room.

- Students should complete their identification details in the Examination Answer Book as well as the course code, the registration number and their instructor's name and they may not begin writing until the start of the examination is announced by the invigilator.

Mobile phones and unauthorised material

There are strict rules in place for conduct during exams. Possession of unauthorised material in an exam is an offence.

Possession refers to items:

- in your pockets, clothing or on any part of your person
- on your desk or chair.

- **Unauthorised Material:** refers to items not approved for the exam. Candidates are notified in advance by the instructor of the course for the items which are permitted into the exam. These items are also specified on the exam paper. In any case, please note that Pencil cases and calculator covers must be placed in the students' personal bags or in the place identified by the invigilators.

- Bags, briefcases and coats may be brought into the room but must be left in a place identified by the invigilator.

- **Possession of mobile phones, devices with access to the internet or other electronic communication or storage devices (including earphones, iPods, MP3/4 players, smart watches, tablets, etc)** is not permitted and mobile phones must be switched off during the exams and placed in personal bags. If a student does not have a personal bag, the mobile phone should be placed in a place identified by the invigilators. Students found with mobile phones or other electronic communication or storage devices (including earphones, iPods, MP3/4 players, smart watches, tablets, etc) will be referred to the Disciplinary Committee. **Mobile phones cannot be used as calculators or watches.**

Discipline

Students that have inappropriate behaviour or commit any disciplinary misconduct during the exams will be reported to the Student Disciplinary Committee.

Disciplinary offences are:

- Impersonation – another person posing as the examinee
- Cheating or attempting to cheat at the exams
- Helping other students to cheat during the exams
- Possession of unauthorised material
- Possession of mobile phones during the exams

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- Whilst in the examination room candidates must not communicate with another candidate in any way. Such action may result in immediate expulsion from the examination room.
 - If an invigilator suspects a candidate of cheating, she/he shall impound any prohibited material and shall inform the Disciplinary Committee as soon as possible.
 - Cheating is an extremely serious offence, and any candidate found by the Disciplinary Committee to have cheated or attempted to cheat in an examination may be deemed to have failed that examination, or be subject to such penalty as the Disciplinary Committee considers appropriate.
 - Any candidate creating a disturbance the examination room may be dismissed.
 - Not abiding with the rules of the examination.

Leaving the examination room

- No candidate may leave the examination room during the first 30 minutes of the examination.
- A candidate wishing to leave the examination room temporarily must seek the prior permission of an invigilator, and will be accompanied by an invigilator throughout the absence.

At the end of the exams

- Candidates who finish writing and wish to leave the examination room must give their Answer Book to the invigilator and sign the student signature list.
- Care must be taken not to disturb other candidates when entering or leaving the examination room.