

# EXAMINATIONS REGULATIONS FOR STUDENTS

## 1 EXAMINATIONS TIMETABLE

1.1 Consolidated official examinations timetables are posted on University Notice Boards and Website.

1.2 Candidates must note carefully the dates, times and venues for their examinations as given in the **FINAL** copy of the timetable. (Special care should be taken to ensure that it is the **Final Timetable** and not a provisional draft).

**NB:** It is the candidates' responsibility to check the timetable themselves and to ensure that they know the correct date, time and venue of each examination. They should not depend on information given by fellow students or on information communicated by telephone.

1.3 Misreading a timetable is not an acceptable excuse for missing an examination.

1.4 Any queries on the timetable should be directed in the first instance to the subject lecturer and Chairperson of Department.

## 2. EXAMINATION MATERIALS

2.1 Answer book, graph paper, blotting paper, mathematical tables and essential reference material will be provided.

2.2 Candidates must bring their own pens, pencils, rulers, rubbers etc. Candidates must **not** use red ink.

2.3 Candidates must **not** bring into the examination room any unauthorized material. Bags, briefcases, parcels, cell phones etc. must **not** be brought into examination room or left in the vicinity of the room. The University is not accountable for any items left outside the examination room.

## 3. CONDUCT OF EXAMINATIONS

3.1 Admission into Examination Halls: A candidate will not normally be admitted into the examination room later than thirty (30) minutes after the commencement of an examination nor shall a candidate be allowed to leave the examination room earlier than thirty (30) minutes after the commencement of an examination session.

Any candidate who arrives late (normally within the first thirty (30) minutes of the examination) must explain the reasons for his lateness to the invigilator and may start the examination only with the approval of the Invigilator but will not be given extra time.

- 3.2 Attendance Slips: In the main venue each candidate will be assigned a desk on which will be placed an attendance slip giving his individual name, surname, registration number, and degree programme and the paper title. Each candidate must fill in and sign the attendance slip. These slips will be collected by Invigilators. **Candidates must write the serial number of the answer booklet they are issued and sign the attendance slip.**
- 3.3 Identification cards: Candidates should place their student identification cards on their desks for checking by Invigilators.
- 3.4 Examination Answer Scripts: Candidates must fill in their student registration numbers on the top of their answer booklets and comply with the instructions listed on front cover of the examination answer scripts. Candidates should not write down their names on the examination answer booklets.
- 3.5 Smoking, eating and drinking is not permitted in the examination room.
- 3.6 Wearing a cap or a wide-brimmed hat during examinations is prohibited.
- 3.7 Once the Invigilator has announced the commencement of the examination, all conversations or any other form of communication between candidates shall cease. During the course of the examination there shall be no communication of any nature whatsoever between students.
- 3.7 No candidate shall assist or attempt to assist another candidate, or obtain help, or attempt to obtain help from another candidate with regard to any information during the examination.
- 3.8 Writing on any paper other than that provided for examination purposes is strictly prohibited. Candidates **shall not write on the examination question paper**, except on fill-in and multiple choice examinations.
- 3.9 Rough work shall be done in the examination answer script and then crossed out. No pages shall be removed from the examination answer script.
- 3.10 Leaving the examination room: Any candidate who wishes to leave the room may do so only with the permission of the Invigilator. Any

candidate who leaves the examination room without permission may not be allowed to re-enter the room and may be disqualified from the examination. Normally, no candidate may be allowed to leave the examination room during the last ten (10) minutes of the examination.

- 3.11 Candidates shall not take used or unused answer books from the examination room.
- 3.12 **When the Invigilator announces that the time has expired, students shall stop writing immediately.**
- 3.13 **At the end of the examination** candidates must tie together, with the string provided, their answer books and all supplementary work. The papers should be tied securely but with a sufficiently large loop to allow the answer book to be opened without tearing. All candidates must remain seated until their papers are collected by the Invigilators or until the Invigilator In Charge has given them permission to leave the examination room.

#### **4 FAILURE TO ATTEND EXAMINATIONS**

- 4.1 Any candidate who fails to attend an examination must notify the **Examinations Officer** without delay and confirm the absence with explanations in writing.
- 4.2 **When the absence is due to illness, a certificate** from a Medical Practitioner registered in terms of the Health Professions Act must be submitted, with the written report, **FROM THE STUDENT, within 7 days** of the examination missed. The University will not accept any excuses for absence which are not properly substantiated and authenticated.

**Please note:** No special examinations are granted to candidates who fail to write examinations for any reason. Candidates who miss examinations for reasons approved by Senate will take the examinations when next offered using their valid course work. *(Course work is valid for 2 semesters, including the semester when the examination was missed)*

#### **5 EXAMINATION MISCONDUCT AND PENALTIES SCHEDULE**

- 5.1 Any suspected breaches of examination regulations may result in a misconduct/malpractice investigation. The following criteria inform the level of penalty imposed on a student. The criteria are not exhaustive but provide a benchmark against which individual cases are considered.
- 5.2 **Minor breach of the regulations which does not affect the integrity of the examination, but interferes with the normal running of the**

**examinations.**

- 5.2.1 Making noise in an examination room before writing begins.
- 5.2.2 Mobile phone makes noise for a short period during an examination but is not in candidate's possession.
- 5.2.3 Tearing out pages from answer booklet.
- 5.2.4 Refusal to adhere to invigilator's instructions which does not disrupt other candidates.
- 5.2.5 Unauthorized materials in possession during the examinations which do not give candidate an advantage over other candidates.
- 5.2.6 Any other action deemed to interfere with normal running of examinations.

**Penalty**

**Written warning and nullification of results for that particular Examination/Paper.**

**Major breach of the regulations which affects the integrity of the examination.**

- 5.2.7 Unauthorized materials found on the candidate during an examination which would have given candidate an advantage over other candidates or with potential to do so.
- 5.2.8 Unauthorized device (for example a listening or recording device) found on the candidate during an examination.
- 5.2.9 Severe disruptive behaviour during an examination.
- 5.2.10 Security breach of an examination paper with evidence that the student has accessed secured examination materials prior to writing.
- 5.2.11 Evidence of use of mobile phone or other prohibited electronic devices during examination.
- 5.2.12 Concealing evidence of misconduct by refusal to handover suspected unauthorized materials or device when asked to do so or refusal to demonstrate that any suspected materials or device was in student's possession.

5.2.13 Sharing information in any form/way or attempting to do so during an examination.

5.2.14 Any other action deemed to be a major breach of examination regulations.

**Penalty**

**If any candidate is found guilty of misconduct during the examination, he/she may be disqualified not only in that paper and subject, but in all other examinations and further disciplinary action (e.g. suspension) may be taken by the University (*General Academic Regulations, sect.6.10*), i.e. nullification of results for entire examination session, permanent record in the student's academic records and written warning.**