EXAMINATION RULES

1. Candidates will be admitted to the examination room five minutes before the examination is due to begin. No candidate will be allowed to enter the room later than forty-five minutes after the beginning of the examination.

2. No candidate is to leave the room until one hour has elapsed from the beginning of the examination, and then only by permission of the supervisor, after they have taken in the candidate’s script.

3. No candidate shall be permitted to leave the room during the last fifteen minutes of the examination. The supervisor shall notify candidates distinctly when the examination is finished.

4. (a) No candidate is to bring any book or other written or printed matter or blank paper or information in any form into the examination room except such as has been approved by the Senate. Rough working should be done in the examination book and clearly crossed out. All answer books and paper must be handed in.
   (b) No devices with communication capability may be used in the examination room or adjoining areas (e.g. toilets) during the period of the examination. Cell phones must be switched off and handed to the supervisor at the beginning of the examination.

5. (a) The use of electronic calculators is not permitted in any examination unless specified on the front page of the examination paper.
   (b) Where the use of electronic calculators is permitted, the front page of the examination will specify which of the following two categories applies to that examination. Either
      (i) only calculator models that are approved by the faculty may be used; or
      (ii) there is no restriction on the model of calculator that may be used, but no device with communication capability shall be accepted as a calculator.
   (c) Where the use of electronic calculators is permitted:
      (i) it is the responsibility of the student to maintain the proper functioning of the device which must be battery-powered, truly portable and silent in operation; and
      (ii) no supplementary material or equipment (e.g. operating manuals, reference cards, program cards, print-out attachments, etc.) relating to the use or operation of the device other than spare batteries, will be allowed in the examination room without the prior permission of the Group Leader, Examinations.

6. Candidates must produce scripts that are readily legible. No special arrangements will be made in the case of a candidate whose scripts are illegible to examiners.

7. No candidate shall continue writing an answer, or add anything to answers, after the supervisor has announced the expiration of time.

8. No candidate shall communicate with another candidate in the examination room or copy from another candidate’s answers.

9. Eating, drinking (except water from non-spill plastic water bottles) and smoking are not permitted in an examination room.

10. (a) A candidate for an examination other than a Special Examination, may apply for Special Consideration if
       (i) they have been prevented from attending the examination through illness or other circumstances beyond their control; or
       (ii) they consider that their performance in the examination has been seriously impaired by illness, or other circumstances beyond their control.
       (b) Applications for Special Consideration, including the provision of suitable supporting evidence, must be made within five calendar days of the last examination for which special consideration is being requested.

11. (a) A candidate who is a finalist or postgraduate student, and who misses a final examination through genuine error, such as mistaking the time or date of the examination, may apply to sit a Special Examination.
       (b) Applications, accompanied by prescribed fee, must be made in writing to the Manager, Student Administration, no more than five calendar days after the missed examination.
       (c) Applications shall be considered by the Pro-Vice-Chancellor of the Division in which the examination was held.
       (d) Each applicant shall have no more than one application approved under this provision during their programme of study.

12. No candidate shall communicate with an examiner in regard to an examination either in the examination script or otherwise before the release of confirmed results, except through the Manager, Student Administration.

N.B. Any infringement of these rules may entail cancellation of the candidate’s examination and/or disqualification for one or more years.

Sonya Stewart
Group Leader, Examinations
STUDENT ADMINISTRATION
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