

Part Seven: Examination Policy

The University has two (2) examination periods in the academic year. The date of each examination will be announced in advance on the student timetable.

7.1 Conduct of Examination

Student should note that:

- a. No unauthorized books, papers or other material may be taken into the examination room.
- b. Any prescribed text permitted in an examination should not be marked as this could be construed as giving a student an unfair advantage and consequently the Invigilator at the end of the examination may retain such texts.
- c. Paper or electronic dictionaries may not be brought into the examination unless their use is permitted by the examiner(s).
- d. Mobile phone, iPods, MP3's, and web-accessible electronic devices must be turned off and must not be in the student's possession during the exam.
- e. Food or drink may not be brought into the examination room without the prior permission of the Invigilator.
- f. Electronic calculators which are operationally quiet contain their own power source and cannot communicate with other devices that may be used by students in an examination unless expressly permitted by the examiners.
- g. Students must not communicate with each other during an examination and may only leave the hall if accompanied by an invigilator.
- h. No information relating to the examination paper, additional to that contained in the paper, may be conveyed to students during the examination, unless there is an error in the paper, in which case the information shall be provided to all students taking the examination.
- i. Students will not be admitted to the examination hall after 15% percent of the examination has elapsed, except with the permission of the examining offices and departments. They will not be given extra time.
- j. No students may leave the examination until one hour after it has started.
- k. Failure to attend an examination without reasonable cause will result in the students being considered to have failed the examination. It is the responsibility of the student to be aware of the details of the examination timetable and location.
- l. Anyone disrupting an examination session will be asked to leave.

In addition to the above points, students should ensure that they are familiar with the specific regulations for their own course.

Students need their University ID-card in order to attend an examination **No ID means NO EXAM.**

7.2 Cheating or attempting Cheating in an Examination

Cheating in an examination will be dealt with as a disciplinary offence under these regulations. In particular it is a disciplinary offence for a student to:

- a. Have unauthorized items or texts at his or her desk in the examination room during the examination.
- b. Make use of unauthorized items or texts during the examination.
- c. Copy from the script of another student during the examination.
- d. Receive help from another student during the examination.
- e. Give help to another student during the examination.
- f. Act dishonestly in any way, whether before, during or after the examination, so as to obtain an unfair advantage in the examination.
- g. Act dishonestly in any way, whether before, during or after the examination, so as to assist another student to obtain an unfair advantage in the examination.

7.3 Suspicion of Cheating during the Examination

The monitor must submit a detailed report to the examination committee indicating the suspicion methods that student used for cheating and with the confiscated document attached.