

**UNIVERSITY OF SOUTH AFRICA
EXAMINATION INSTRUCTIONS**

1. Examination Sessions / Dates

Examination sessions commence at the time indicated on your examination timetable.

Please note carefully these commencement times and the date(s) of your examination(s) as indicated in your examination timetable. A candidate who arrives late (after the examination session has commenced) will not be admitted to the examination venue.

2. Location of Examination Venue

Candidates should themselves ascertain where the examination venue is located. Vehicles are parked at own risk.

3. Presentation at Examination

Candidates should take their seats in the examination venue AT LEAST 15 MINUTES BEFORE the examination commences.

4. Authority of Invigilator

The invigilator is officially in control of the examination and must be obeyed in all matters relating to the examination.

5. Identification

Candidates must produce their identity documents, student cards and final examination timetables.

6. Cellular Telephones, Pagers, File-O-Fax and Electronic Diaries

Cellular telephones and the abovementioned electronic devices must be **switched off** and may not be used during an examination session. Failure to do so will result in a disciplinary procedure.

7. Smoking

Smoking is not permitted in the examination room.

8. Answer Books

Each candidate is provided with the necessary answer book in the examination venue. The front of the answer book must be completed in full. Make quite sure you fill in your student number correctly.

9. Attendance Register

Each candidate is obliged to complete in full, read and sign the attendance register handed out in the examination venue.

10. Watches

Candidates must bring their own watches.

11. Mark Reading Sheets

The use of mark reading sheets is compulsory in some examinations. Candidates should supply their own pencils (HB), erasers and pencil sharpeners for the completion of these sheets. Note that **no additional time** will be allowed after an examination session for completion of a mark reading sheet.

12. Prescribed Duration of Examination Sessions

The prescribed duration of an examination is indicated on the examination timetable and no candidate may exceed the time limit. Answer books and mark reading sheets must be handed to the invigilator immediately the examination time expires.

13. Leaving the Examination Venue

No candidate may temporarily leave the examination venue without supervision. Candidates who complete their examination before the session officially ends, must hand their answer book(s) to the invigilator before leaving the venue. Note that no candidate will be permitted to leave the examination venue during the **FIRST HOUR** and the **FINAL 15 MINUTES** of a session.

14. Pocket Calculators

Except where otherwise indicated only a non-programmable pocket calculator may be used. The invigilator is informed in advance of papers in which pocket calculators may be used.

15. Open-book Examinations

Only in the case of open-book examinations are students permitted to bring tutorial matter into the examination venue.

16. Rough Work

Rough work may be done only on the question paper or in the book containing the candidate's answers, and must be labelled as such.

17. Notes on Body and Clothing

Candidates may make no notes on any part of the body (eg. the hands) or clothing either before or during the examination.

18. Warning

(a) Examination scripts containing illegible writing will not be marked, and no marks will be awarded to illegible answers or answers written in pencil.

(b) Candidates who, without authorisation, take any book, document or object (such as tissues, rulers or pocket calculators with notes on it) that may help them in the examination into the examination venue and neglect to hand such unauthorised material to the invigilator before the first answer book or question paper is made available to candidates, are guilty of contravening the examination regulations of the University and expose themselves to disciplinary measures as determined by the University Council.

(c) The examination answer book is the property of the University and under no circumstances may a candidate retain it, remove it from the examination venue or remove pages from it. In addition, certain question papers as determined by the University, may not be retained and must be returned to the invigilator.

(d) Under no circumstances will an incorrect interpretation of examination dates and times be considered a reason for admission to a supplementary examination.

19. Examination Question Paper

The onus rests on the candidate to ensure that he/she receives and writes the correct examination question paper. No marks will be awarded to a candidate who erroneously writes the incorrect examination question paper.

20. Firearms

No firearms are allowed inside the examination venue.