

## Exam Rules (NOV2018)

### UNIVERSITY OF THE WESTERN CAPE EXAMINATION RULES AND REGULATIONS

**These requirements apply to all formal University Examinations**

#### A. GENERAL

Students should note the following general examination rules:

- Students should take their seats in the venue 30 minutes before the commencement of the examination.
- Students may only use the official examination book(s) issued to them by the invigilator at the examination venue.
- Students are required to read carefully the instructions on the cover of the examination answer book.
- The University, in the event of any misinterpretation of the timetable, will make no concession.
- A student's examination book(s) will not be marked if his/her handwriting is illegible.
- **Students MUST be in possession of a student card when entering the examination venue. No other form of identification will be accepted.**

Any breach of the following requirements relating to examinations and assessments may be regarded as "misconduct", whether committed intentionally or unintentionally, and will be dealt with in terms of the Student Disciplinary Rules of the University.

#### B. ENTERING AND LEAVING OF EXAMINATION VENUE

Students are not permitted to enter the examination room more than half an hour after the commencement of the session.

Students are not permitted to leave the examination room until one hour after the start of the session or during the last thirty minutes of the session, except with the special permission of the invigilator in charge of the examination who will report on the reasons for leaving to the Department of Student Administration.

### **C. STUDENT CARDS**

Students are required to have photographic identification by means of a student card when entering the examination venue. No other form of identification will be accepted. Student no and student photo must be clearly visible.

### **D. EXAMINATION ATTENDANCE FORM (CONTROL FORM)**

You will be required to fill out an Examination Attendance Form at the examination venue. The forms will be handed out by the invigilator and collected again shortly after the start of the examination session.

### **E. SMOKING, FOOD AND DRINKS**

Students may not smoke, eat or drink in examination venues. Water is permitted.

### **F. WRITING TIME**

The duration of the examination is indicated on your examination question paper. All writing, including the entry of names or other information on the examination paper, examination answer books, or the numbering of questions should be done during the examination time.

### **G. UNAUTHORISED MATERIAL**

Students should not take any books, writing paper, notes, manuscripts, electronic media, including electronic dictionaries, pagers, any form of stored or recorded information, or any other material into the exam venue except with the special permission of the invigilator in charge of the venue.

Electronic devices including cellular phones, calculators, electronic dairies and dictionaries are not allowed in examination venues. If such devices are found in the possession of students it will be deemed as a breach of examination rules. Students are advised to leave electronic devices at home. The university will not accept responsibility for lost, stolen or damaged items.

Bags and personal belongings brought into the examination venue, will be placed at the student's feet, under the examination desk/chair.

### **H. EXAMINATION ANSWER BOOKS**

Examination answer books must be intact when it is handed to the invigilator. Examination answer books may not be defaced, removed from the venue or destroyed.

### **I. NOTES, ROUGH WORK**

All notes, rough work and calculations must be done in a separate examination answer book that must also be handed in at the end of the examination.

#### **J. BEHAVIOUR DURING AN EXAMINATION**

Students must not communicate in any way with any person other than an examiner or an invigilator during an examination. Communication with other students during an examination session will be deemed as a breach of examination rules.

#### **K. EXCLUSION FROM AN EXAMINATION**

An invigilator shall have the power to exclude a student from an examination for good cause and shall submit a written report on the circumstances that led to the student's exclusion to the Department of Student Administration immediately after the conclusion of the examination.

#### **L. TEMPORAL LEAVING AN EXAMINATION VENUE**

Students, who need to leave an examination venue during an examination and return to the examination venue later, must obtain permission from an invigilator. An invigilator must accompany students during their absence from the examination venue.

#### **M. FAILURE TO ATTEND AN EXAMINATION**

A student who fails to attend an examination at the time and place published in the final timetable, except when prevented from doing so by illness or other acceptable reason, will be deemed to have failed in that part of the assessment.

#### **N. SPECIAL AND SICK EXAMINATIONS**

Application forms for special or sick examinations are available from the faculty office (please email your relevant Faculty). Students should submit an application form within five days following the examination.

#### **O. EXAMINATION RESULTS**

Please note that students must verify that their addresses and ID numbers are correct to ensure that they receive administrative information and examination results through the post.

#### **P. ACCOMODATIONS FOR STUDENTS WITH DISABILITIES**

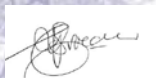
- Accommodations for students with disabilities are assigned to students according to set criteria and transparent processes as outlined in the Policy on Students with Disabilities (2007/4).
- Electronic copies of the examination question papers for students with disabilities will be submitted to the Department of Student Administration, as per the agreed submission dates and submission modes. Lecturers are responsible for this.

- Completed exams need to be collected from the Office for Students with Disabilities in the Centre for Student Support Services within one day of completion of the exam. Lecturers are responsible for this.
- Student Administration provides invigilators for the exams written at the Office for Students with Disabilities.
- Standard criteria for marking completed exam scripts apply.

#### **Q. DEFINITIONS/GLOSSARY**

- The word "student" when appearing in the above-mentioned clauses means any person officially enrolled in a subject or course taught by the University.
- The word "invigilator" when appearing in the above-mentioned clauses means members of the University's academic or general staff or any other person authorised to assume responsibility for supervision and/or organisation of a University examination.
- The words "examination venue" when appearing in the above-mentioned clauses mean any place in which a University examination shall be or is being conducted.
- The term "during an examination", when appearing in the above-mentioned clauses means the period of time from the start of an examination until its conclusion, and includes any time allowed for reading an examination paper. These rules and regulations where appropriate, will also apply outside an examination venue.
- The term "good cause" when applied to exclusion from an examination venue in the above-mentioned text will mean any breach of the requirements or any conduct on the part of a student which can be classified as "misconduct" under University Discipline Statutes or Regulations.

Yours sincerely



MS COLLETTE SCHROEDER  
COORDINATOR : EXAMINATIONS & GRADUATION  
STUDENT ADMINISTRATION