



Extract of Regulations for the conduct of Examinations (Issue to Students)

1. Admission to Examinations

- (i) Subject to any exceptions approved by the Academic Council, no student shall normally be admitted to an examination unless it is certified on the Examination Entry form that he/she has regularly attended and completed the prescribed programmes of study and duly performed the work of the appropriate class or classes and there is evidence of no outstanding payment to the university;
- (ii) A student who does not submit his Examination Entry form to the Registrar through the Head of Department duly filled in and signed, by a specified date, shall normally not be admitted to the examinations;

2. Before the Examination

The following shall be ensured before the examinations:

- (i) Students shall be responsible for noting correctly the times and places of their examinations. No special arrangements shall be made for the student who fails to attend for examination at the proper time, if such failure is due to their mistake or inadvertence and not to illness or other serious and unavoidable cause;
- (ii) Students should be at the examination room at least 15 minutes before the start of the examination to enable them to take their allocated seats;
- (iii) All unauthorised personal effects to be left in front of the classroom at the Chief Invigilator/Invigilator's desk;
- (iv) Programmable calculators should not be allowed unless authorized. If the use of pocket calculators in an examination is authorized, such calculators shall be checked by the invigilator and shall be silent.

3. Conduct of Examination

- (i) Candidates shall produce their identity and examination cards at any time if required to do so by an invigilator. Failure to comply may entail disciplinary action;
- (ii) Except in an emergency, a candidate may not leave the examination room until half an hour after the official starting time of the examination;
- (iii) A candidate who arrives at an examination room half an hour after the examination has begun shall be admitted provided no other candidate for the same examination has already left the room. If another candidate for the same examination has already left the room the late-comer shall not be admitted;

- (iv) A candidate who is admitted to an examination after the official starting time thereof shall not be granted any additional time in which to complete the examination;
- (v) No book or paper of any kind may be taken into the examination room unless it has been duly authorized by the examiners for use in the examination room. Unauthorised materials or information must not be introduced into the examination room by any means whatsoever;
- (vi) A non-exhaustive list of materials not allowed in the examination room is as follows: pencil case, cellular phones and calculators having written information.
- (vii) All evidences collected during examination may be retained by the University until no longer required, except for electronic and other devices, which shall be returned on same day, if and only if the student duly acknowledges same.
- (viii) Answers to questions must be written legibly in ink, except when there are other instructions;
- (ix) No answer book or supplementary sheet may be taken out of the examination room. A candidate in possession of any answer book or supplementary sheet shall be liable to severe disciplinary action;
- (x) Neither food nor drink is allowed in the examination;
- (xi) Candidates must not communicate with anyone except an Invigilator during the examination.
- (xii) Candidates are allowed to go only to the toilet during the examination.

4. Absence from Examination

- (i) If a student is absent from an examination without compelling reasons, he shall be deemed to have failed his examinations;
- (ii) Absence due to illness should be immediately notified, in writing, to the Registrar by the student concerned and supported by an acceptable medical certificate. The medical certificate should be received by the Registrar's office within 2 working days from the date of the examination.
- (iii) A student who falls ill during an examination and subsequently presents an acceptable medical certificate and may, on the recommendation of the School Board be allowed by the Academic Council to be examined for pass mark only in that paper;
- (iv) If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of illness supported by a medical certificate or other cause accepted by the Examination Officer as constituting sufficient reason for being absent from the examination, the Academic Council may, on the recommendation of the School Board, permit the student to take a special examination.