

## RULES FOR EXAMINATION CANDIDATES

Students must make sure that they are familiar with the examination rules for candidates. These rules apply to all examinations. If students break these rules they will be penalized and may fail the examination.

### Students must not:

- a) Enter the exam room without a valid Admit Card or a provisional written permission from the Vice Principal or Dean concerned;
- b) Enter the exam room 15 minutes after the start of the examination without written permission from the Vice Principal or Dean concerned;
- c) Leave the exam room temporarily or permanently during the first 60 minutes of the examination;
- d) Leave the exam room during the last 15 minutes of the examination;
- e) Take away any exam stationery from the exam room excepting the question papers at the end of the examination;
- f) Bring into the exam room any books, notes, log tables, bags dictionaries, any electronic device e.g. cell phones, other than non-programmable calculators;
- g) Write anything on the question papers;
- h) Write anything on the back of the two top sheets of their answer books;
- i) Start writing until told to begin by the invigilator;
- j) Write their names or Roll Numbers on the additional sheets they take during the examination;
- k) Ask for additional sheets until the old one is practically complete;
- l) Attempt more questions than that required as per instruction on the question. (For instance if a question paper requires 6 questions to be answered and a candidate answers 7 or more then **only the first 6 answers will be examined**).
- m) Use any unfair means. Please refer to **Academic Misconduct**.

### Students must:

- a) Obey all instructions by the invigilator;
  - b) Place their Admit Cards on their desks where the invigilator can see them;
  - c) Check that they have no unauthorized materials on their desks;
- Use only the college exam stationery for all work including all rough work.

*AC Jones*  
5 April, 2016