

GENERAL EXAMINATION RULES AND REGULATIONS TO STUDENTS

- a. A candidate to be eligible for final assessment, he/she must have attended all lectures and successfully completed the continuous assessment as stipulated by the University regulations.
- b. No student will be allowed to sit for any examination without the University identity card and examination card.
- c. No candidate will be allowed to sit any examination unless he/she proves that he/she registered for that examination. Therefore every candidate will be required to produce his/her identification and registration card before sitting exams.
- d. It is the duty of every candidate to find out the room and the time allocated for his /her examination. The University will not be held responsible for any candidate who fails to consult the timetable for any changes.
- e. All candidates should bring with them the required item such as pens, pencils, calculators, or other materials permitted by the Department. Borrowing from each other is NOT allowed.
- f. All candidates MUST be checked before they enter the examination room. Items such as handbags, clipboards, purses, mini-computer calculators, cell phones, papers, magazines, sweaters, jackets, lighters, matches, food, drinks and others are NOT allowed in the examination room unless permitted by the Department.
- g. All candidates shall be seated 15 minutes before the commencement of the examination. No candidate shall be allowed in the examination room 30 minutes after the commencement of the examination.
- h. In case one MUST answer a call of nature, he/she must obtain permission from the invigilator. Only one candidate will be allowed at a time and for only a reasonable time.
- i. Candidates must clearly write their particulars on answer scripts. Answer scripts without a candidate's full particulars will not be marked.
- j. Silence shall be observed throughout the examination period. Candidates must not create any disturbance in or near the examination room.
- k. All candidates shall sign the attendance sheet at the beginning and end of every examination.
- l. A candidate who deliberately absents himself/herself from any examination without satisfactory reasons shall be discontinued from the university.
- m. Walking out of an examination under protest disqualifies a student from that particular examination.
- n. No candidate will be allowed to withdraw from an examination paper after attempting it.
- o. It is an offence to take out of the examination room an answer booklet or part of it.
- p. Candidates are warned that cheating in any examination using unauthorized external materials or anything written on their hands or any part of their body leads to expulsion from the university. Invigilators shall have the power to confiscate any unauthorized material brought into the examination room and to expel from the examination room any such candidate or any candidate found with material written on his/her body. In such a case, the candidate(s) and the invigilator(s) will be required to write and sign a statement to that effect.
- q. Candidates must not attempt to give unauthorized assistance or seek unauthorized assistance or attempt to do so with intent to cheat in the examination room.
- r. The invigilator is free to change the sitting arrangement in the examination room if he/she deems it necessary.
- s. All candidates must hand in the answer booklet to the invigilator and sign out.
- t. Failure to abide by the above rules, the Academic Irregularities Committee will take action and this may lead to cancellation of the examination or disqualification from the examination or expulsion from the University, depending on the nature of the case.