



STUDENT EXAMINATIONS GUIDELINES

BEFORE THE EXAM STARTS

- 1) Written exam will be held at the venue shown on the timetable, published on our QIU notice board, website and email. Candidates' desk numbers are shown on the seating List for each exam at the entrance to the exam hall. If your name does not appear on the seating list for a paper that you believe you should be taking, you should ask to see the Chief Invigilator (CI) as soon as you are permitted to enter the exam hall. You will then be allocated a seat.
- 2) You will be allowed to the exam halls 20 minutes before the start of each exam and will find the question paper, answer booklet and any other special requirements waiting for you on your desk. You may read the question paper once you have sat down before the exam starts, but you may not write anything until the scheduled time for the paper to begin.
- 3) You must bring your Examination Card & Matric Card to every exam. You must display the card on your desk as a means of identification.
- 4) You must bring your own stationery, such as a blue pen, pencils, sharpener, ruler, correction pen, etc.
- 5) You must not wear outdoor coats during the exam. Coats and jackets must be left at the front of the room, along with any bags. Special permission is allowed but the coats and jackets must be inspected by the invigilator.
- 6) You must not have a mobile phone or smart watch on your possession during an exam, even if it is switched off (please see 'Mobile phones and other valuables' below for more information). You may be asked to turn out your pockets if you visit the toilet during an exam.
- 7) If you cannot attend an exam through illness, you must notify the faculty and the examination committee. Students must provide a report from a public hospital wherever possible before the paper(s) take place.

DURING THE EXAM

- 1) If you need to speak to an invigilator for any reason, you should raise your hand and wait for an invigilator to come to your desk.
- 2) If you wish to leave the room before the end of the exam, whether temporarily to use the toilet or permanently, you must ask the invigilator for permission.
- 3) You should write the details of student information on the answer booklet, attendance sheet and question paper as instructed in the question paper.
- 4) Please write answers in ink (Blue/Black), not pencil. You may only use a pencil for graphs, diagrams and mathematical questions.
- 5) If you have any queries about the material provided or about possible errors in your question paper, please consult the invigilator immediately.
- 6) No candidate will be permitted to enter the exam room after 30 minutes from the beginning of any exam, and no candidate will be permitted to leave until 45 minutes has elapsed.
- 7) No one is allowed to leave the examination 15 minutes before the examination ends.
- 8) In any circumstances that only 2 students left in the examination hall, the candidates are not allowed to leave the examination hall until the examination end.

MOBILE PHONES AND OTHER VALUABLES

- 1) You are advised not to bring valuables to exams. The University cannot accept any liability for loss or damage to any property in exam centres, howsoever caused.
- 2) You must not have a mobile phone or smartwatch on you during an exam, even if it is switched off. If you are caught with a mobile phone or smartwatch anywhere in the exam center (including the toilets) it will be considered cheating.
- 3) If you enter the exam room with a phone or smart watch, please switch it off and leave it with the invigilator at the front of the room. Remember to cancel any alarms that may ring even if the phone or watch is switched off.
- 4) The University reserves the right to confiscate from examination candidates' mobile phones, smart watches and other items that are not permitted within the examination center.
- 5) Confiscated items will not normally be returned until the end of the examination period. Check your pockets before you sit down – if you leave your phone in them, even by accident, you will face academic misconduct procedures.