

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

EXAMINATION REGULATIONS FOR CANDIDATES

(Throughout these Regulations the use of the masculine gender with regard to the Candidates applies equally to men and women)

1. **TIMETABLE**

- 1.1 The consolidated official Examination Timetables are posted on Departmental and Student Notice Boards.
- 1.2 The Candidates must note carefully the dates, times and venues for their Examinations as given in the Final Timetable. (Special care should be taken to ensure that it is the Final Timetable and not a previous Draft.) The Candidates should be punctual. The Examinations will not wait for late comers.
- 1.3. It is the Candidates' responsibility to check the Timetable themselves and to ensure that they know the correct date, time and Venue of each Examination. They should not depend on information communicated by telephone.
- 1.4 The misreading of a Timetable is not an acceptable excuse for missing an Examination.
- 1.5 Any queries on the Timetable should be directed, in the first instance, to the appropriate Chairman of the Department.

2. **EXAMINATION VENUES**

In the Examination Venues, each Candidate will be assigned a desk on which will be placed an Attendance Slip giving his Name, Registration Number, Degree Programme and title of the Examination Paper. The Candidates will be seated in and should remain in alphabetical order for each Examination Paper. They should not remove the Attendance Slips from their desks.

3. **ENTRY TO EXAMINATION VENUES**

3.1 The Candidates should arrive outside the Examination Venue in good time before the start of the Examination. Normally, the Candidates will be allowed to enter the examination Venue about 10 – 15 minutes before the start of the Examination. Large Examinations may require the Candidates to enter the Venue earlier.

3.2 The Candidates should know their Course Codes.

3.3 Each Candidate must bring with him and show to the Invigilators, when requested to do so, his Student Identification/Registration Card. The Candidates who are unable to identify themselves and their purpose to the satisfaction of the Invigilators may be barred from the Examination.

3.4 The Candidates will be allotted desks and they should sit at the allotted places.

3.5 On entering the Examination Venue, the Candidates must find their desks and be seated as quickly as possible and await further instructions from the Chief Invigilator. They should not move from their original seats. They should not remove the Attendance Slips that are laid on the desks. Once they have entered the Examination Venue they cannot leave the Venue without the permission of the Chief Invigilator.

3.6 A Candidate will not normally be admitted into the Examination Venue after the start of an Examination and such lateness may disqualify him altogether. Any Candidate who arrives late must explain the reasons for his lateness to the Chief Invigilator and may

start the Examination only with the approval of the Chief Invigilator.

4. **EXAMINATION MATERIALS**

4.1 Answer Books, Supplementary Answer Books, Graph Paper, Mathematical Tables and essential reference material will be provided. They should not be removed from the Examination Venue.

4.2 The Candidates must bring their own pens, pencils, rulers, rubbers, etc and any other material or equipment specified as special requirements for particular Examinations. The Candidates must not use red ink.

4.3 The candidates should not bring into the examination venue or have in their possession the following:

- a. Bags (satchels)
- b. Handbags
- c. Unauthorised apparatus
- d. Books or notes of any nature
- e. Electronic means of communication or devices
- f. Cellular phone watches (smart watches) or cellular phones, may not be used as substitute for calculators.

The Candidates who leave their personal possessions in the vicinity of the Venue do so at their own risk.

Mere possession of any of the aforementioned, irrespective of whether the candidate acted intentionally or negligently is regarded as a serious transgression of the rules and subsequently as a serious academic misconduct. It is the responsibility of the candidate to verify, prior to commencement of an examination that none of the aforementioned items are in his or her possession.

4.4 Authorised materials will be allowed subject to scrutiny by the Invigilators.

4.5 In Practical Examinations, on entering the Laboratory, the Candidates must hand to the Invigilator their Laboratory Notebooks which will be retained for inspection by the

Examiners.

5. **CONDUCT OF EXAMINATIONS**

- 5.1 Invigilators: The Invigilators will be responsible to the Deputy Registrar (Academic) for the conduct of the Examinations and the Candidates must obey the instructions from the Invigilators.
- 5.2 Attendance Slips: At each Examination, each Candidate should fill in and sign the Attendance Slip placed on his desk. These Slips will be collected by the Invigilator.
- 5.3 Identification Cards: The Candidates should place their Student Identification Cards on their desk for checking by an Invigilator.
- 5.4 Answer Books: The Candidates must print their Student Registration Number on the top of their Answer Books and comply with the instructions listed on the front cover of the Answer Books. All the rough work should be done in the Answer Books and Supplementary Answer Books. Supplementary Answer Books should be used after the Answer Books are filled.
- 5.5 The Candidates should not write their names but should record their Registration Number instead of their names. Particular care must be taken to record the Registration Number correctly.
- 5.6 During the reading time of an Examination the Candidates should not start making notes or start writing.
- 5.7 The attention of the Invigilator during the Examination should be attracted by the raising of a hand but remaining seated.
- 5.8 The Candidates should not wear hats or cowls.
- 5.9 Smoking is not permitted in the Examination Venue.

- 5.10 Cellphones are not permitted in the Examination Venue.
- 5.11 The Candidates should not borrow or lend or swop any unauthorized equipment or materials during the Examination.
- 5.12 Silence should be observed from when the Candidates enter the Examination Venue and throughout the Examination. Whilst in the Examination Venue, the Candidates should not communicate with each other in any way.
- 5.13 Leaving the Examination Venue: Any Candidate who wishes to leave the Venue may do so only with the permission of the Chief Invigilator. Any Candidate who leaves the Examination Venue without permission may not be allowed to re-enter the Venue and may be disqualified from the Examination.
- 5.14 Misconduct: If any Candidate is found using unauthorized equipment or material or intending to use unauthorized equipment or material or, attempting to obtain information from other Candidates or their Papers or to give information to other Candidates or to give any help or receive any help from other Candidates, or to be otherwise guilty of misconduct during the Examination, he may be disqualified not only in that Examination and Subject, but in the whole Examinations, and further disciplinary action may be taken by the University.
- 5.15 At the end of the Examination, the Candidates must tie together, with the string provided, their Answer Books and Supplementary Answer Books. The papers should be tied securely but with a sufficient large loop to allow the Answer Books to be opened without tearing.
- 5.16 No Candidate may finally leave his desk until he has signed the Clearance Form and the Invigilator has collected his Answer Book.

6. FAILURE TO ATTEND AN EXAMINATION

- 6.1 Any Candidate who fails to attend an Examination must notify the Registrar without delay and confirm the absence with explanations in writing.
- 6.2 When the absence is due to illness, a certificate from a Medical Practitioner, registered in terms of the Health Professions Act, may be submitted to the Registrar with the student's written report within eight (8) days of the Examination missed. The Aegrotat Provisions in the University's General Academic Regulations may be invoked in such cases. The University will not accept any excuses for absences which are not properly substantiated and authenticated.

7. GENERAL

- 7.1 The formal University Examinations are compulsory and performance in these Examinations, together with performance during the year, will determine the Candidates' Results.
- 7.2 Any Candidate who feels his Examination performance may be adversely affected by sickness or personal or other problems during the year and who wishes these circumstances to be drawn to the attention of the Examiners must report these to his Dean or the Registrar before the Examinations and the Examiners' Meetings are held.
- 7.3 The Candidates are advised to write clearly. Illegibility will detract from their answers and, conversely, neat answers will assist the Examiners and be to the Candidate's credit.
- 7.4 The Results will be published after the decisions on the recommendation of the Examiners have been finalized by the Academic Board on behalf of the Senate. The Results will be displayed on the Notice Boards and the University's Web Site and a copy of the relevant Results will be sent to each Candidate at his registered contact address by the Academic Registry.

- 7.7 The Candidates are reminded that the Examiners may require a Candidate to attend an oral or viva-voce Examination after the written Examinations in order to clarify or probe further aspects relating to the written Examination.
- 7.8 On completion of the written Examinations the Candidates should be readily contactable and should not leave the University prior to the start of the official University vacation without obtaining clearance to do so from the Dean of their Faculty.
- 7.9 The Candidates who are required to Withdraw or to Discontinue as a result of failure in the Examinations have a right of Appeal against this decision, within a period of twenty one (21) days after the Publication of the Examination Results.
- 7.10 A fee, as approved by the University from time to time, will be charged for such Appeals.
- 7.11 Only Appeals against Termination of Studies, i.e., Discontinuation or Withdrawal may be considered

The Candidates must notify the Assistant/Senior Assistant Registrar (Admissions and Student Records) of any change in their addresses.

Any Candidate whose name does not appear on the Results List or who does not receive formal notification of the Results at the normal time should contact the Deputy Registrar (Academic) immediately to establish the position.