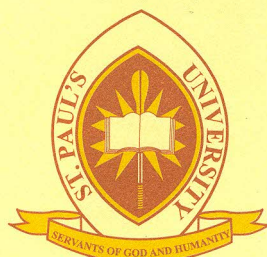


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OFFICE OF THE DEPUTY VICE CHANCELLOR - ACADEMICS

EXAMINATION REGULATIONS - 2015/2016 Academic Year

1. All Students **MUST** show their student identification card and examination card at the **ENTRANCE** of the examination room and in the examination room if requested to do so.
2. Morning papers start at 9.00 a.m. and students should be seated in the examination rooms by 8.30 a.m. Afternoon papers start at 1.00 p.m. hence students should be seated by 12.30 p.m. while the evening examinations start at 5.00 p.m. and students should be seated by 4.30 p.m.
3. Those who arrive late for exams will not be given extra time. Students who arrive **30 MINUTES** after the commencement of the examination will not be allowed into the Examination room.
4. Examination duration is two (2) hours for Certificate, Diploma and Undergraduate students while for Postgraduate students, it is three (3) hours. Students are expected to sit in for the two (2) or three (3) hours. No student will be allowed to re-enter the Examination room after they have left the room.
5. Students should come to the Examination rooms with only writing equipment (e.g. pen, pencil etc) as writing material will be provided.
6. **NO MOBILE PHONES** should be brought into the Examination rooms. If you bring your mobile phone by mistake, please put it off and leave it with the invigilator until the end of the exam. **If you are caught with a mobile phone while in the Examination room, it will be treated as examination cheating.**
7. Students who are ill should NOT enter the Examination rooms. They should instead get a medical note from a qualified doctor before the exam, then defer the examination and return when well to write the remaining exams. The deferred exam(s) will be written when the course is next offered.
8. If a student falls ill when writing their exam, he/she should report immediately to the invigilator and leave the Examination room. The student should then seek medical attention from a qualified doctor. The examination taken will NOT be marked since in item 7, no one should take exams if they are unwell.

