



UNIVERSITY •the
WESTERN CAPE

UNIVERSITY OF THE WESTERN CAPE (UWC)

POLICY:-

EXAMINATION RULES AND REGULATIONS (EXAM RULES 07)

DATE OF LAST APPROVAL: **28 APRIL 2009**

Department of Student Administration

UNIVERSITY OF THE WESTERN CAPE

EXAMINATION RULES AND REGULATIONS

These requirements apply to all formal University Examinations

GENERAL

Students should note the following general examination rules:

Students should take their seats in the venue 15 minutes before the commencement of the examination.

Students may only use the official examination book(s) issued to them by the invigilator at the examination venue.

Students are required to read carefully the instructions on the cover of the examination answer book.

The University, in the event of any misinterpretation of the timetable, will make no concession.

A student's examination book(s) will not be marked if his/her handwriting is illegible.

Any breach of the following requirements relating to examinations and assessments may be regarded as "misconduct", whether committed intentionally or unintentionally, and will be dealt with in terms of the Student Disciplinary Rules of the University.

ENTERING AND LEAVING OF EXAM VENUE

Students are not permitted to enter the examination room more than half an hour after the commencement of the session.

Students are not permitted to leave the examination room until one hour after the start of the session or during the last fifteen minutes of the session, except with the special permission of the invigilator in charge of the examination who will report on the circumstances to the Department of Student Administration.

STUDENT CARDS

Students are required to have photographic identification- by means of a student card when entering the examination venue. No temporary student cards are issued. If you are not in possession of a student card the Department of Student Administration will issue a new one upon payment of the prescribed fee of R50.00

In cases where a student has neglected to apply for the reissuing of a lost student card in time, invigilators have instructions to accept a proof of registration document that is obtainable from the Central Administration Helpdesk on the Ground Floor Old Administration Building. However, the invigilator will only allow a student to enter the venue if the proof of registration is accompanied by an ID document.

Note: The proof of registration document will only be acceptable for one examination session per student.

EXAMINATION ATTENDANCE FORM (CONTROL FORM)

You will be required to fill out an Examination Attendance Form at the examination venue. The forms will be handed out by the invigilator and collected again shortly after the start of the examination session.

SMOKING, FOOD AND DRINKS

Students may not smoke, eat or drink in examination venues.

WRITING TIME

The duration of the examination be indicated on your examination question paper. All writing, including the entry of names or other information on the examination paper, examination answer books, or the numbering of questions should be done during the examination time.

UNAUTHORISED MATERIAL

Students should not take any books, writing paper, notes, manuscripts, electronic media, including electronic dictionaries, pagers, any form of stored or recorded information, or any other material into the exam venue except with the special permission of the invigilator in charge of the venue. The invigilator may only allow students to take additional material into the venue if authorized to do so by the lecturer,

ELECTRONIC DEVICES (e.g. Cellular Phones, Calculators, Electronic Diaries and Dictionaries)

Electronic devices into which text can be entered will no longer be allowed in test and examination venues. Invigilators have instructions to remove any electronic device that has a keypad with alphabet characters on it from test/ examination venues.

If a cellular phone is found switched on in a student's possession in the examination venue, it will be deemed as a breach of examination rules. Invigilators will advise the student that the phone will be held as unauthorised material and returned at the end of the session.

EXAMINATION ANSWER BOOKS

Examination answer books must be intact when it is handed to the invigilator. Examination answer books may not be defaced, removed from the venue or destroyed.

NOTES, ROUGH WORK

All notes, rough work and calculations must be done in a separate examination answer book that must also be handed in at the end of the examination.

BEHAVIOUR DURING AN EXAMINATION

Students must not communicate in any way with any person other than an examiner or an invigilator during an examination. Communication with other students during an examination session will be deemed as a breach of examination rules.

EXCLUSION FROM AN EXAMINATION

An invigilator shall have the power to exclude a student from an examination for good cause and shall submit a written report on the circumstances that led to the student's exclusion to the Department of Student Administration immediately after the conclusion of the examination.

ABSENCE FROM AN EXAMINATION

Students, who need to leave an examination venue during an examination and return to the examination venue later, must obtain permission from an invigilator. An invigilator must accompany students during their absence from the examination venue.

FAILURE TO ATTEND AN EXAMINATION

A student who fails to attend an examination at the time and place published in the final timetable, except when prevented from doing so by illness or other acceptable reason, will be deemed to have failed in that part of the assessment.

SPECIAL AND SICK EXAMINATIONS

Students who are prevented from attending an examination or who believe that their performance at an examination was seriously affected by illness or other special cause(s), may apply for a special or sick examination. Application forms for special or sick exams are available from the faculty office. Students should submit a form as soon as possible, but within five days following the examination. Please see rule

A.5.2.7 to A.5.2.1 I (page 75) in the University Calendar, Part I, General Information.)

EXAMINATION RESULTS

Please note that students must verify that their addresses and ID numbers are correct to ensure that they receive administrative information and examination results through the post.

DEFINITIONS/GLOSSARY

The word "student" when appearing in the above-mentioned clauses means any person officially enrolled in a subject or course taught by the University.

The word "invigilator" when appearing in the above-mentioned clauses means members of the University's academic or general staff or any other person authorised to assume responsibility for supervision and/or organisation of a University examination.

The words "examination venue" when appearing in the above-mentioned clauses mean any place in which a University examination shall be or is being conducted.

The term "during an examination", when appearing in the above-mentioned clauses means the period of time from the start of an examination until its conclusion, and includes any time allowed for reading an examination paper. These rules and regulations where appropriate, will also apply outside an examination venue.

The term "good cause" when applied to exclusion from an examination venue in the above-mentioned text will mean any breach of the requirements or any conduct on the part of a student which can be classified as "misconduct" under University Discipline Statutes or Regulations.

HJ MEYER
DEPARTMENT OF STUDENT ADMINISTRATION
28 APRIL 2009