

LUPANE STATE UNIVERSITY

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 the University's Website Site, 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 or by others.
- 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 30 minutes before the start of the Examination.

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 Invigilator.

3.6 A Candidate will not normally be admitted into the Examination Venue later than 30 minutes 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 any unauthorized material. Bags, briefcases, parcels etc must not be brought into the Examination Venue. The Candidates who leave their personal possessions in the vicinity of the Venue do so at their own risk.
- 4.4 Authorized materials will be allowed subject to scrutiny by the Invigilators.

5. CONDUCT OF EXAMINATIONS

- 5.1 **Invigilators:** The Invigilators are 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.

- 5.4 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.
- 5.5 During the reading time of an Examination the Candidates should not start making notes or start writing.
- 5.6 The attention of the Invigilator during the Examination should be attracted by the raising of a hand but remaining seated.
- 5.7 The Candidates should not wear hats or cowls.
- 5.8 Smoking is not permitted in the Examination Venue.
- 5.9 Cellphones are not permitted in the Examination Venue.
- 5.10 The Candidates should not borrow, lend or swop any unauthorized equipment or materials during the Examination without authority from the Invigilators.
- 5.11 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.
- 5.12 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.
- 5.13 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 Examination, and further disciplinary action may be taken by the University.

5.14 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.

5.15 No Candidate may finally leave his desk until he has signed the Register 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 Departmental Chairperson 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 Departmental Chairperson with the student's written report within eight (8) days of the Examination missed. 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 Departmental Chairperson well before the Examinations.

- 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.
- 7.5 Candidates should make every effort to write Supplementary Examinations as excuses for missing a Supplementary Examination will not be accepted.
- 7.6. A Supplementary Examination Fee, as approved by the University from time to time, will be payable before the Supplementary Examination.
- 7.7 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.
- 7.8 A fee, as approved by the University from time to time, will be charged for such Appeals.
- 7.9 Only Appeals against Termination of Studies, i.e., Discontinuation or Withdrawal may be considered.
- 7.10 The Candidates must notify the Assistant/Senior Assistant Registrar (Admissions and Student Records) of any change in their addresses.
- 7.11 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 Senior Assistant Registrar (Examinations) immediately to establish the position.