

Pointers to remember for Examinations

Sit-down Examinations

- **PLEASE ARRIVE EARLY** - Morning (AM) sessions start writing at 08h30 and afternoon (PM) sessions start writing at 14h00. Candidates are reminded that they must be seated no later than fifteen (15) minutes before the start of each session, five minutes ahead of the doors being locked.
- **Seating in the venues will be pre-arranged according to courses:**
 1. Check the seating plan displayed at the venue
 2. Take up the seat that has been allocated to you
 3. If you are not sure where to go, please ask one of the University officials
- No bags or cell phones or any digital devices permitted inside the venue – **LEAVE IT AT HOME OR OUTSIDE THE VENUE.**
- If you bring water to the venue it must be in a **CLEAR bottle**, without any labels.
- Stationery must be carried in a **CLEAR A4 plastic bag/sleeve**. Students who bring pencil cases will have to empty them for inspection by the invigilators. **Candidates may not use correcting pens, fluid or tape or any erasable pens in their answers for examinations.**
- Please **BRING YOUR STUDENT CARD** or positive proof of **IDENTIFICATION**. This should be placed on the top right hand side corner of your desk.
- You may only write exams in those courses which appear on your current transcript, provided you have a valid DP in the course.
- All examination venues are under CCTV surveillance to ensure monitoring of examinations and should any examination infringement be detected, disciplinary actions in line with the student disciplinary code will follow.

Students are to adhere to the University COVID-19 health and safety protocol at all times. Non-adherence to the protocol is a disciplinary offence.

Online/Remote Examinations

For Online and alternative assessments, individual departments will be responsible for the actual release of assessments on RUCConnected and receipt/closure of the assessment. Kindly contact the respective department should you have any queries.

IMPORTANT NOTICE - A candidate who has been found to have committed plagiarism, copied or cheated will be subjected to disciplinary procedures in terms of the University Student Disciplinary Code and Plagiarism Policy. All students are required to familiarise themselves with and comply with this Code and Policy.

Prof. Adèle Moodly
REGISTRAR

2 June 2022