

EXAM RULES

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1.0 CONDITIONS TO SIT FOR THE TEST

1.1 Registered students must sit for all the tests in the chosen modules.

1.2 SPACE may allow deferment of examination for a student who is ill or gives reasons accepted by the University. The student must obtain a medical certificate (validated by a doctor from a government hospital or a university medical officer) before the examination begins and present it to the Centre for Degree and Foundation Studies office no later than twenty-four (24) hours after the exam has started unless reasons given for the delay are accepted.

2.0 EXAMINATION ETIQUETTE

2.1 Students are advised to be at the designated examination hall/room as listed in the examination schedule not later than FIFTEEN (15) minutes before the examination begins.

2.2 Students with the permission of head of invigilator may enter the examination hall/room FIFTEEN (15) minutes before the examination begins. Students should enter the room in an orderly manner.

2.3 Students who arrive no later than THIRTY (30) minutes after the examination begins will be allowed to sit for the examination but the time out will not be extended, and it will be the same for all students.

2.4 Students who arrive more than THIRTY (30) minutes after the examination begins will not be allowed to enter the examination hall/room or to sit for the examination.

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2.5 Students are not allowed to leave the examination hall/room for the first THIRTY (30) minutes after the examination begins and FIFTEEN (15) minutes before the examination ends. If any student needs to leave the examination hall/room, they will have to seek permission from the head of invigilator.

2.6 Students are required to bring the following to the examination hall/room and place these items on the top right hand corner of the student's table to be checked by the invigilator.

- a. BET registration slip; and
- b. Matric card/passport;

2.7 Students who do not have their course registration slip and matric card/passport are allowed to sit for the examination unless a written consent is obtained from the supervisor of the examination.

2.8 Students are not allowed to bring or receive from anyone in the examination hall/room, any book, dictionary, paper, picture, notes, equipment with written text, programmable calculator, communication equipment or any other equipment unless it is allowed by the head of invigilator. Students are also not allowed to receive any of those items from anyone in the examination hall/room unless it is given by the invigilator as permitted.

2.9 Any item borrowed by the student has to be returned to the invigilator at the end of the examination.

2.10 Students must follow strictly all the instructions given by the head of invigilator in the examination hall/room from time to time.

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2.11 Students are required to do the following FIFTEEN (15) minutes before the examination begins:

- fill the attendance form and the information required on the front page of the answer booklet/script; and
- read the examination questions without making any notes.

2.12 Students must write their name, matric number and program as well as other required information on each answer booklet/script or any attachments used.

2.13 Students must read the instructions carefully and follow the printed instructions on the cover of the answer booklet/script.

2.14 Students must ensure that they are given the correct examination paper and have the required number of pages before beginning the examination. If there is any mistake, students must inform the invigilator immediately.

2.15 Any related examination work (notes, scribbles) must be done in the answer booklet/script. Pages from these answer booklet/script should not be torn.

2.16 Used, spoiled or empty answer booklet/script cannot be brought out from the examination hall/room.

2.17 Students are not allowed to communicate with one another during the examination.

2.18 Students are not allowed to eat/smoke in the examination hall/room.

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2.19 At the end of the examination, students must ensure that their answer booklet/script (except empty or initial work) is organized and tied inclusive of the first copy of their attendance form according to the instructions given before handing them to the invigilator.

2.20 Students must remain seated in their places after the examination is over and will be allowed to leave the examination hall/room after being instructed by the head of invigilator.

2.21 Students are not allowed to answer the examination questions before the time of the examination or continue writing after the examination over.

2.22 Students must enter and leave the examination hall/room in an orderly manner.

2.23 Students are prohibited from referring/using any references in/outside the examination hall/room during the examination unless allowed by the head of invigilator.

2.24 Students must not give or receive any assistance from each other or other parties in relation to the examination unless allowed by the head of invigilator.

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3.0 EXAMINATION MISCONDUCT

3.1 During examination, students must not do the following:

- Give/receive/own any electronic, printed or other forms of information is not allowed during the examination in/outside the examination hall unless allowed by the head of invigilator; or
- Use the obtained information from any electronic devices or printed notes to answer the examination questions; or
- Cheat, attempt to cheat or act in a manner that is construed as cheating during an examination; or
- Other misconducts as stated by the University.

4.0 PUNISHMENT

4.1 If a student has acted against the examination rules, we will take action by giving a mark of ZERO (0) for the module; and the registration fee is not refundable.