



EXAMINATION REGULATIONS

EXAMINATION REGULATIONS - INSTRUCTIONS TO CANDIDATES

Name of regulation:	Examination Regulations – Instructions to Candidates
Purpose of regulation:	To instruct students on expectations of their attendance at, and conduct, during examinations
Approval for this regulation given by:	Academic Governing Council
Responsibility for its update:	Examinations Unit
Regulation applies to:	Candidates sitting for any examination conducted by NSBM Examinations Unit
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1. INTRODUCTION

The objective of this regulation is to make the examination candidates aware of the examination rules and regulations applicable to them. All examination candidates are advised to read and understand these regulations and abide by them. It is also the responsibility of the examination candidate to make themselves aware of the rules, regulations and how breaches of regulations are handled.

2. ATTENDANCE AT EXAMINATIONS

- 2.1 Candidates are responsible for making themselves aware of the date, time and venue for all examinations that candidates are required to take and for presenting themselves at the examination room in good time before the examination is due to begin.
- 2.2 Candidates shall not enter the examination room until instructed to do so by an invigilator. Candidates shall not be admitted to the examination room until ten minutes before the official time of commencement of the examination or of approved reading time, whichever is applicable.
- 2.3 Candidates shall be admitted to the examination room up to thirty minutes after the official start of the examination, but not normally thereafter. Additional time will not be given for any candidate arriving after the start of the examination. Nor shall a candidate be allowed to leave the hall until after one hour has lapsed from the commencement of the examination. No candidate is allowed to leave before the last 30 minutes of the examination.
- 2.4 The candidate should have his/her Identity Card and the Admission Card with him/her in the hall on every occasion he/she presents himself for an Examination Paper. His/hers candidature is liable to be cancelled if he/she could not produce the Identity Card & Admission Card. The candidate shall sign a declaration if he/she fails to produce the Identity Card and produce the Identity card next day. If it is the last day of the examination he shall produce the ID to the Examination Registrar next day. If the candidate has lost the Identity Card a duplicate should be obtained and produced to the Examination Supervisor.
- 2.5 Candidates shall not leave the examination room during the first hour or the last thirty minutes of the examination, except in an emergency, where Candidates should seek the prior permission of an invigilator and will be accompanied by the invigilator.
- 2.6 Candidates must not leave their seating position without the permission of an invigilator.

- 2.7 If a candidate leaves the examination room without the permission of an invigilator, the candidate will be deemed to have withdrawn from the examination and will not be re-admitted to the examination room.
- 2.8 If candidates wish to leave the examination room early, candidate shall first attract the attention of an invigilator and have their script collected. It is candidate's responsibility to ensure that candidate script is collected by the invigilator. Candidate must not disturb other candidates when leaving and shall observe examination regulations until out of the room.
- 2.9 A candidate whose script has been collected shall not be re-admitted to the examination room.
- 2.10 Any candidate who has registered for an examination can withdraw from the examination within a specific period of time, by submitting a medical certificate from a registered Government Medical Officer at the earliest possible time to the Programme Director.
- 2.11 If a candidate who was registered for a programme could not sit for an examination due to ill health, shall notify it to the Examination Registrar or Course Director immediately within two days with supporting documents.
- 2.12 A candidate who was absent himself for an examination is not eligible for distinction or merits unless approval is granted by the academic committee.

3. CONDUCT DURING EXAMINATIONS

- 3.1 Upon entering the examination room candidate must produce a valid NSBM Student ID to prove candidate's identity.
- 3.2 Upon entering the examination room Candidate will become subject to the authority of the invigilators and shall act according to their instructions.
- 3.3 Candidates shall bring their own pens, calculators, pencils, mathematical instruments, erasers or any other equipment, as requested.
- 3.4 A mobile 'phone or any other communication device is not permitted into the examination room.
- 3.5 Upon entering the examination room Candidates shall place all unauthorized papers, bags, briefcases, mobile phones, calculators, cases, etc., at the point designated by the Supervisor.
- 3.6 If Candidates bring any unauthorized item to examination hall by mistake candidate must inform an invigilator immediately. Infringement of the NSBM Examination regulation includes:
 - The use of an unauthorized dictionary
 - The use of other than dedicated calculators with a calculation function only

- The use of unauthorized material stored in the memory of a pre programmable calculator, organizer, watch or mobile device
 - Copying or attempting to copy from another candidate
 - Leaving the examination room to refer to concealed notes
- 3.7 If candidates are allowed to bring into the examination room an authorized dictionary or calculator, candidates must ensure that it is first checked by an invigilator. Failure to do so may result in any unauthorized items being removed by the invigilator.
- 3.8 Candidates shall not commence the examination before being instructed to do so by the Supervisor.
- 3.9 Candidates shall use only the official examination stationery provided. Any rough work shall be done on the stationery provided and handed in with the completed script.
- 3.10 Every candidate shall enter his Index Number on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts an Index Number other than his own number is liable to be considered as cheating. A script that bears no Index Number or that bears an Index Number, which cannot be identified, is liable to be rejected. No candidate is permitted to write his name or any other identifiable mark on the answer script.
- 3.11 All calculations and rough work shall be done on the papers provided and shall be attached to the answer scripts. Such work should not be done on admission card, on timetables or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answers with the intention of copying.
- 3.12 Candidates shall not remove any script, rough work, official stationery or other equipment from the room.
- 3.13 Candidates must write legibly on examination scripts. The NSBM reserves the right not to mark answer script if candidate's writing is illegible. If, due to a disability, Candidates require special examination arrangements, such as amanuensis support, Candidates must inform the Course director and programme coordinator as soon after enrolment on award as possible and well in advance of any assessment.
- 3.14 During the examination Candidates shall not communicate in any way with any person other than an invigilator. Any attempt to do so will be considered as a breach of the NSBM's Examination Regulations and appropriate actions will be taken.
- 3.15 If Candidates wish to attract the attention of an invigilator Candidates should do so by raising hand. Candidates shall not leave position without the prior permission of an invigilator.

3.16 Smoking is not permitted in the examination room.

3.17 A small quantity of soft drinks and sweets is permitted to be taken into the examination room. If, in the opinion of the invigilator, these are excessive they will be removed before or during the examination.

3.18 If, in the opinion of the invigilator, candidates cause an unreasonable disturbance and continue to do so after warning candidates shall be required to leave the examination room and shall not be re-admitted.

3.19 Candidates shall stop writing immediately as instructed to do so at the end of the examination. The Chief Invigilator shall determine the end of the examination.

3.20 At the end of the examination Candidates shall remain seated and silent until all scripts have been collected and until dismissed by the Supervisor. Candidates may, where permitted, retain examination question papers when they leave the examination.

4. BREACHES OF EXAMINATION REGULATIONS

Breaches of Examinations Regulations are treated with utmost seriousness and penalties depend on the seriousness of the offence and can vary from:

- A warning to the candidate;
- Cancellation of the examination & its results;
- Cancellation of the examination & its results and prohibiting the candidate to sit for further examinations at NSBM for a stipulated time period up to three years;
- Cancellation of the studentship at NSBM.