

Exam Instructions for Students

Before the Exam

- Check the exam timetable carefully. Make sure you know the time and locations of your exams.
- Bring your Student ID, College Card and University Admittance Card. You will not be allowed into the exam hall without these.
- You are allowed to bring tissues and a drink (but not food) into the exam.
- Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the first hour.
- Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
- Arrive at least 30 minutes before the exam is due to start if your exam is in the Exam Hall and wait outside until you are allowed.

In the Exam Hall

- As you enter show your student ID card, college card and University Admittance Card.
- Do not bring any unauthorized material (cell phone, books, notes, weapons, Calculator). These will be checked and confiscated.
- Make sure your mobile phone is switched off and submit your mobile security guard before entering the exam hall.
- Remember that talking is not allowed at any time in the exam hall.
- Keep your ID card and University admittance card in front of you for attendance.
- Write your roll number on the question paper.
- Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times.
- You are not permitted to share materials during the examination.
- You are not allowed to leave the exam rooms in the first hour and last fifteen minutes.
- If you have a question or need more papers, raise your hand and a teacher will come to you.
- Keep your eyes on your own paper. Remember, copying is cheating!
- Stop writing immediately when the teacher says it is the end of the exam.
- Leave the exam hall quickly and quietly. Remember to take all your belongings with you.
- Remember! Cheating is not allowed and action will be taken.

Note: Any candidate who is responsible of creating disturbance of any kind himself/herself or through somebody else or by any other means, during the examination can be penalizes as follows. Cancellation of all papers of the relevant exam and debarred from appearing in the next one the three examinations, besides fine as determined by the university.