

**EXAMINATION INSTRUCTIONS TO BE
READ TO STUDENTS BEFORE THE START
OF THE EXAMINATIONS**

**CHIEF DIRECTORATE:
NATIONAL EXAMINATIONS AND ASSESSMENT**

- 1) Examinations will now be conducted in this room in the following subjects: [Invigilator then announces the actual subjects]. Students who have not entered for these subjects must now leave the examination room.
- 2) No late arrivals will be allowed to enter into the examination venue after **9:00** – for a morning exam; or **13:00** for afternoon exam (at the start of the examination session).
- 3) Cell phones are **not allowed** in the examination room. Before the start of the examinations you must declare and hand in your cell phone and collect it after the examination. [Invigilator pause in case students want to declare their cell phones]. If you are found with a cell phone, or if it buzzes or rings during the examination period, an irregularity will be declared and you render yourself liable to suspension from current and future examinations from a period of 11 months to 3 years.
- 4) No explanation of examination questions may be asked for or given.
- 5) You will **not** be allowed to leave the examination room within the **first hour** from the start of the examination session and during the last **fifteen minutes** of the examination period. (Students must be encouraged to use the ablution facilities before 8:20). In an emergency - as with during the exam session – a student will be allowed out under strict supervision.
- 6) Students must carefully read and comply with the instructions which appears on the front cover page of the answer script and also those in the Question paper.
- 7) You are not allowed to assist another student or try to assist him/her to get help or to communicate with anybody other than the Invigilators. Any questions must be directed to the Invigilators.
- 8) You may not create a disturbance in the examination room or behave in an improper or unseemly manner.
- 9) You may not disregard the instructions of the Invigilator.
- 10) Unless stipulated for an examination, you may not have a script, memorandum, notes, maps, photos or other documents or papers (including unused paper) or other material which may be of help to you in the examination other than that provided to you by the Invigilator and the admission permit and ID document in your possession, while you are in the examination room. The excuse that you had forgotten that you had it in your possession will not be accepted.
- 11) Only calculators as approved and prescribed may be used by a student in the examination, except in subjects where these are indicated on the question paper as being prohibited. No other electronic devices may be used during the examinations.
- 12) If you do not obey these instructions, you render yourself liable to suspension from current and future examinations and the Department of Higher Education and Training may in such case, refuse to give you credit to other examinations written.
- 13) You will only be issued a second booklet once the first answer booklet is fully utilized (on every page).
- 14) All aids and answer scripts, as well as answer sheets issued to you, must be handed in before you leave the examination room.
- 15) [Invigilator - Read any errata on a specific question paper to the student/s concerned]. You are allowed 10 minutes reading time of the question paper before the official commencement of the examination; during which time, NO writing of any kind may take place.
- 16) You may NOT tear out, cut out, or damage any pages of your answer script for any reason. Answers may be crossed out and you will continue to write answers in the same answer book thereafter.
- 17) As soon as you have signed out and handed in your examination answer script, you must leave the examination room. You will NOT be allowed back into the examination venue for any reason, once you have signed out and handed in your examination script. No answer script or part of an answer script will be accepted for any reason once you have signed out and left the venue.