



EXAMINATION INFORMATION SHEET

EXAM PERMITS

- ❖ Your progress report and ID will be used as an examination permit for entry into the examination venue
- ❖ Please ensure that you present both (ID & Progress report) to the invigilator for every examination session.

WHAT TIME DO WE START?

Students should be on campus **ONE hour** before the exam commences (08:00)

ACTIVITY	TIME
Proceed to exam venue	08:00 – 08:20
Entering venue and settling in	08:20
Seated	08:30
Handing out answer books & reading of instructions	08:30 – 08:50
Reading time (no writing allowed)	08:50 – 09:00
Exam commence	09:00

****If you arrive late, you will NOT be permitted into the venue****

ITEMS ALLOWED IN THE EXAMINATION VENUE:

- ✓ Valid RSA ID (Compulsory to enter venue)
- ✓ Progress report (Compulsory to enter venue)
- ✓ Writing utensils (pens, pencil, ruler, highlighters, etc.)
- ✓ Non-programmable calculator **WITHOUT** a cover (unless prohibited by the examiner)

ITEMS NOT ALLOWED IN THE EXAMINATION VENUE:

- ☹️ Cell phones
- ☹️ Bags
- ☹️ Pencil cases & Pencil bags
- ☹️ Books, notes, question papers
- ☹️ Hats/Caps/Head covering
- ☹️ Programmable calculators / Calculator covers

BAGS AND CELLPHONES ARE LEFT AT YOUR OWN RISK!!

WHEN YOU ENTER THE EXAM VENUE:

- As soon as you enter the venue, you are under the instruction of the invigilators
- Place your progress report and ID on the top left side of your desk for the **duration** of the exam session
- Complete the cover page correctly.

DURING THE EXAMINATION SESSION:

- ❖ DO NOT tear out any pages from the answer book
- ❖ Ensure addenda are completed & inserted in your answer book
- ❖ During the first hour, NO CANDIDATE is allowed to leave the venue.
- ❖ Candidates need to sign on the envelope as proof of attendance
- ❖ Candidates must raise their hands if they need assistance from the invigilators.

IRREGULARITIES

The following are regarded as irregularities:

- Leaked question papers
- Failure to produce ID
- Late arrival
- Answer book damaged.
- Creating a disturbance
- Not following instructions of invigilators / Disregard of examination regulations
- When found in possession of cell phone/cheat notes. This is a serious OFFENCE – a Disciplinary hearing will follow!

