



EXAMINATION HALL RULES AND INSTRUCTIONS FOR CANDIDATES

Candidates are required to abide by the following examination rules

- Candidates must report to the exam venue **30 minutes prior to the published time**.
- **Candidates MUST bring their Student ID card, a hard copy of their Statement of Entry and the stationeries required to do the exam.** In addition, you may bring a calculator (if it is an exam requirement) and a bottle of water (with the label removed) if you wish.
- Candidates are advised **NOT TO BRING** materials that are not required for the exam (eg: notes, papers, wallets, purses, bags, food items, mobile phones and other interactive devices, etc.). These materials will not be allowed into the exam hall and you must leave them outside the exam hall at your own risk. The university will not be able to take any responsibility for materials lost as a result of this.
- **The use of correction fluid is not permitted.**
- Desk numbers of candidates will be displayed outside the exam venue. Candidates must sit at the correct seat allocated to them.
- Talking or any kind of communication between candidates is strictly forbidden in the exam hall. Maintain silence at all times in the exam hall.
- Once seated, place your student ID card, Statement of Entry and the attendance slip (after completing it) at the right hand corner of your desk. You may read the instructions on the front page of your question paper until the supervisor starts giving instructions but do not turn the pages and go through the question paper.
- A reading time of **10 minutes will be given prior to the published time**. You are not allowed to write anything during this time. The reading time is given for candidates to study through the exam paper and ask any questions regarding the question paper. After this time, you will not be given the opportunity to ask questions regarding the paper.
- **Candidates will not be allowed to enter the exam hall during the Reading Time.** Late arrivals will be allowed into the exam hall after the reading time is over and the exam has started. **Candidates who arrive after the first 30 minutes of the exam will not be given the exam.**
- You are not allowed to leave the exam hall during the first 30 minutes and last 10 minutes of the exam.
- If you require assistance during the exam, please raise your hand and wait for an invigilator to attend to you.
- The finishing time will be announced 10 minutes before the end of the exam. During these 10 minutes, you must fill any information on the front page of the question paper and answer booklets, if you have not done so.
- Once the supervisor announces to stop work, you must stop writing immediately and put your pen down.
- Please remain seated (and silent) until all answer scripts have been collected and counted. Do not leave the hall unless you are given permission. When permitted, please leave the hall quietly.