



UNIVERSITEIT • STELLENBOSCH • UNIVERSITY  
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## **ADMINISTRATIVE RULES TO ENSURE SMOOTH EXAMINATIONS**

Kindly note students choose their own exam venue at the beginning of the year when they complete the postal registration form to register.

Students are not permitted to change their chosen exam venue without prior arrangements. Written requests for changes in examination venues should be made a month in advance before the examination commences. Requests to change exam venues can be made via fax 021 887 5209 or email to [telemati@sun.ac.za](mailto:telemati@sun.ac.za)

Examination venues and learning centres might differ in the same town. Please consult the website or your time-table to verify the address of your examination venue before-hand.

Time-tables and a list of venues will be sent out via post to all students prior to the start of the examinations. Students will also be notified of examination venues via sms. Please ensure your postal- and email addresses as well as mobile numbers are updated. Students can update contact details and addresses via [mymaties.com](http://mymaties.com) or by emailing the program coordinator.

The Off-campus Examinations Coordinator will contact overseas students personally via email to verify their examination venue.

## **RULES FOR STUDENT CONDUCT AT EXAMINATIONS**

1. Candidates are not permitted to communicate with each other in examination rooms.
2. Examination aids (including blank paper, books, written material and electronic apparatus, excluding cell phones, which must be switched off) are not permitted in examination rooms, except where the use of specific items is expressly permitted or prescribed.
3. Candidates are not permitted to read or copy any answer or part of any answer that another candidate has written in his examination answer book or on his question paper.
4. The removal of parts of examination answer books is not permitted.
5. The front page of every examination answer book used shall be completed in full and all the instructions on the back of the answer book shall be properly read.
6. If more than one answer book is used, the second and subsequent books shall be placed inside the first book when handing it in.
7. Every answer book issued to a candidate shall be handed to an invigilator by that candidate before leaving the examination room.
8. No extra time shall be granted to a candidate who arrives late.
9. Candidates are not permitted to leave the examination room during the first 45 minutes of an examination session. Candidates who arrive more than 45 minutes after the start of the examination will not be allowed to enter the examination room.
10. Read the instructions on your question paper.
11. All written examination answers must be written in ink.
12. Each student must show his photo identity card (student card), or identity document or driver's licence if the student card is temporarily not available, on entry into the venue.