



UNIVERSITEIT • İYUNIVESITHI • STELLENBOSCH • UNIVERSITY



Examination (OCT/NOV 2019)

EXAMINATION RULES AND REGULATIONS

TYGERBERG CAMPUS

These requirements apply to all formal University Examinations held at the Tygerberg Campus or on behalf of the Faculty of Medicine and Health Sciences at other off-campus venues.

A. GENERAL

Students should note the following general examination rules:

- Students should ideally take their seats in the venue 30 minutes before the commencement of the examination.
- Students may only use the official examination book(s) issued to them by the invigilator at the examination venue.
- Students are required to read the instructions on the cover of the examination question paper and examination answer book carefully.
- Stellenbosch University, in the event of any misinterpretation of the timetable by the student, will make no concession.
- Students are encouraged to write legibly.
- **Students MUST be in possession of a student card when entering the examination venue. No other form of identification will be accepted.**

PLEASE NOTE: Any breach of the following requirements relating to examinations and assessments may be regarded as "misconduct", whether committed intentionally or unintentionally, and will be dealt with in terms of the Disciplinary Code for Students and Rules for Student Conduct of Stellenbosch University.

saam vorentoe • masiye phambili • forward together

B. ENTERING AND LEAVING OF EXAMINATION VENUE

Students must be seated 20 minutes before the examination commences. Students will not be permitted to enter the examination room more than 45 minutes after the commencement of the examination session.

No students may leave the examination room before 45 minutes have lapsed or during the last thirty minutes of the examination session. In the event that an assessment's duration is less than 45 minutes, the allowed venue departure time will be announced in the venue at the start of the assessment.

C. STUDENT CARDS

Students are required to have photographic identification by means of a student card when entering the examination venue. No other form of identification will be accepted. The student number and student photo must be clearly visible. *(In the event that you have lost your student card, you will be allowed to complete a student identification form if you are in possession of your identity document or driver's licence as a one-off concession.)*

D. EXAMINATION ATTENDANCE FORM (Name card)

You will be required to fill out an Examination Attendance Form in the examination venue. The forms will be handed out by the invigilator and collected again shortly after the start of the examination session.

E. SMOKING, FOOD AND DRINKS

Students may not smoke, eat or drink in examination venues. Water is permitted in unmarked bottles.

F. WRITING TIME

The duration of the examination is indicated on your examination question paper. All writing, including the entry of names or other information on the examination paper, examination answer books, or the numbering of questions should be done during the examination time.

G. UNAUTHORISED MATERIAL

Students should not take any books, writing paper, notes, manuscripts, electronic media, including electronic dictionaries, pagers, any form of stored or recorded information, or any other material into the exam venue except with the special permission of the invigilator in charge of the venue.

Electronic devices including cellular phones, smart devices (tablets and watches), calculators, electronic diaries and dictionaries are not allowed in examination venues. If such devices are found in the possession of students it will be deemed as a breach of examination rules. Students are advised to leave electronic devices at home. The University will not accept responsibility for lost, stolen or damaged items. Bags and personal belongings brought into the examination venue, will be placed out of reach.

Should you have electronic devices on your person, it may be locked into the cubicles provided in all Gerga venues, during SunLearn examinations. No electronic devices will be allowed in the examination areas.

H. EXAMINATION ANSWER BOOKS

Examination answer books must be intact when it is handed to the invigilator. Examination answer books may not be defaced, removed from the venue or destroyed.

I. NOTES, ROUGH WORK

All notes, rough work and calculations must be done on a separate scrap paper provided by the invigilator, which must also be handed in at the end of the examination.

J. BEHAVIOUR DURING AN EXAMINATION

When you have entered the examination room, examination condition will prevail. Students must not communicate in any way with any person other than an examiner or an invigilator during an examination. Communication with other students during an examination session will be deemed as a breach of examination rules and will be dealt with in terms of Disciplinary Code for Students and Rules for Student Conduct.

K. EXCLUSION FROM AN EXAMINATION

A convening invigilator shall have the power to exclude a student from an examination for good cause and shall submit a written report on the circumstances that led to the student's exclusion to the Centre for Student Administration and the Head of Examinations, immediately after the conclusion of the examination.

L. LEAVING AN EXAMINATION VENUE TEMPORARILY

Students, who need to leave an examination venue during an examination and return to the examination venue later, must obtain permission and be accompanied by an invigilator.

M. FAILURE TO ATTEND AN EXAMINATION

A student who fails to attend an examination at the time and place published in the final timetable, except when prevented from doing so by illness or other acceptable reason, will be deemed to have failed in that part of the assessment.

N. SPECIAL AND SICK EXAMINATIONS

Application forms for leave of absence from examinations are available from the Examinations Office and must be submitted within 24 hours of the examination which was missed. (Students should submit an application form with all relevant supporting documents.)

O. EXAMINATION RESULTS

Please note that students must access their student emails (studentnumber@sun.ac.za) to ensure that they receive administrative information and examination results and notices.

P. STUDENTS WITH EXAMINATION CONCESSIONS

Students who qualified and were approved for examination concessions, must have their approval letters at every examination sitting. No concessions will be granted if the letters are not shown to the Convening invigilators at the start of the examination / assessment.

Q. DEFINITIONS/GLOSSARY

- During an examination – The period of time from the start of an examination until its conclusion, and includes any time allowed for reading an examination paper. These rules and regulations where appropriate, will also apply outside an examination venue.
 - Examination venue/ room – Any place in which a University examination shall be or is being conducted.
 - Good cause – Any breach of the requirements or any conduct on the part of a student which can be classified as "misconduct" under Disciplinary Code for Students and Rules for Student Conduct.
 - Invigilator – Member of the University's academic or general staff or any other person authorised to assume responsibility for supervision and/or organisation of a University examination.
 - Student – Any person officially enrolled in a subject / module or course taught by the University.
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Eksamen (OKT / NOV 2019)

EKSAMENREËLS EN -REGULASIES

TYGERBERG-KAMPUS

Hierdie vereistes is van toepassing op alle amptelike Universiteitseksamens wat op die Tygerberg-kampus plaasvind of namens die Fakulteit van Geneeskunde en Gesondheidswetenskappe by ander lokale weg van die kampus af plaasvind.

A. ALGEMEEN

Studente moet asseblief let op die volgende algemene eksamenreëls:

- Ideaal gesproke moet studente 30 minute voor die aanvang van die eksamen hul plekke in die lokaal inneem.
- Studente mag slegs die amptelike antwoordboek(e) gebruik wat deur die toesighouer by die eksamenlokaal aan hulle uitgereik word.
- Studente moet die opdragte op die voorblad van die eksamenvraestel en antwoordboek deeglik lees.
- Universiteit Stellenbosch sal geen toegewing maak in die geval van enige verkeerde vertolking van die rooster deur die student nie.
- Studente word aangemoedig om leesbaar te skryf.
- **Studente MOET in besit van 'n studentekaart wees wanneer hulle die eksamenlokaal binnegaan. Geen ander vorm van identifikasie word aanvaar nie.**

LET WEL: Enige nie-nakoming van die ondergenoemde vereistes met betrekking tot eksamens en toetse, ongeag of dit met of sonder opset geskied, kan as “wangedrag” beskou word en sal ooreenkomstig Universiteit Stellenbosch se Dissiplinêre Kode vir Studente en Reëls vir Studentegedrag gehanteer word.

B. TOEGANG TOT EN VERLATING VAN DIE EKSAMENLOKAAL

Studente mag nie die eksamenlokaal meer as 45 minute ná die aanvang van die sessie binnekom nie. Geen student mag die eksamenlokaal verlaat voordat 45 minute verstryk het of gedurende die laaste 30 minute van die eksamensessie nie. Indien 'n toets of eksamen minder as 45 minute lank is, sal die tyd waarop die lokaal verlaat mag word aan die begin van die toets/eksamen in die lokaal aangekondig word.

C. STUDENTEKAARTE

Studente moet foto-identifikasie by wyse van 'n studentekaart hê wanneer hulle die eksamenlokaal binnekom. Geen ander vorm van identifikasie word aanvaar nie. Die studentenommer en foto van die student moet duidelik sigbaar wees. *(Indien u u studentekaart verloor het, sal u as 'n eenmalige toegewing toegelaat word om 'n studente-identifikasievorm in te vul indien u in besit van u identiteitsdokument of bestuurslisensie is.)*

D. EKSAMENBYWONINGSVORM (Naamkaart)

U sal in die eksamenlokaal 'n Eksamenbywoningsvorm moet invul. Die vorms sal kort voor die aanvang van die eksamensessie deur die toesighouer uitgedeel en ingeneem word.

E. ROOK, VOEDSEL EN DRANK

Studente mag nie in eksamenlokale rook, eet of drink nie. Water in ongemerkte bottels word toegelaat.

F. SKRYFTYD

Die tydsduur van die eksamen word op u eksamenvraestel aangedui. Alle skryfwerk, insluitende die invul van name of ander inligting op die eksamenvraestel of eksamenantwoordboeke of die nommering van vrae, moet gedurende die eksamentyd gedoen word.

G. ONGEMAGTIGDE MATERIAAL

Studente mag nie enige boeke, skryfpapier, aantekeninge, manuskripte, elektroniese media insluitende elektroniese woordeboeke, roepradio's, enige vorm van gestoorde of opgeneemde inligting, of enige ander materiaal in die eksamenlokaal inbring nie, behalwe met die spesiale toestemming van die toesighouer in beheer van die lokaal.

Elektroniese toestelle, insluitende selfone, slimtoestelle (tablette en horlosies), sakrekenaars, elektroniese dagboeke en woordeboeke, word nie in eksamenlokale toegelaat nie. Indien sodanige toestelle in studente se besit gevind word, sal dit geag word 'n oortreding van eksamenreëls te wees. Studente word aangeraai om elektroniese toestelle by die huis te laat. Die Universiteit aanvaar nie verantwoordelikheid vir verlore, gesteelde of beskadigde items nie. Sakke en persoonlike besittings wat by die eksamenlokaal ingebring word, moet buite bereik geplaas word.

Indien u elektroniese toestelle by u het, kan dit toegesluit word in die hokkies wat gedurende SUNLearn-eksamens by alle Gerga-lokale voorsien word. Geen elektroniese toestelle word in die eksamenareas toegelaat nie.

H. EKSAMENANTWOORDBOEKE

Eksamenantwoordboeke moet ongeskonde wees wanneer dit aan die toesighouer oorhandig word. Eksamenantwoordboeke mag nie beskadig, uit die lokaal verwyder of vernietig word nie.

I. AANTEKENINGE, RUWE WERK

Alle aantekeninge, ruwe werk en berekeninge moet gedoen word op afsonderlike rofwerkpapier wat deur die toesighouer voorsien word, en moet aan die einde van die eksamen ingehandig word.

J. GEDRAG GEDURENDE 'N EKSAMEN

Wanneer u die eksamenlokaal binnekom, geld eksamentoestande. Studente mag nie gedurende 'n eksamen op enige wyse met enige persoon behalwe 'n eksaminator of 'n toesighouer kommunikeer nie. Kommunikasie met ander studente gedurende 'n eksamen sal geag word 'n oortreding van eksamenreëls te wees en sal ooreenkomstig die Dissiplinêre Kode vir Studente en Reëls vir Studentegedrag gehanteer word.

K. UITSLUITING UIT 'N EKSAMEN

'n Toesighouer wat 'n eksamen byeenroep, het die reg om 'n student om 'n geldige rede uit 'n eksamen uit te sluit en moet onmiddellik ná afloop van die eksamen 'n skriftelike verslag oor die omstandighede wat tot die student se uitsluiting aanleiding gegee het aan die Sentrum vir Studente-administrasie en die Hoof van Eksamens voorlê.

L. TYDELIKE VERLATING VAN 'N EKSAMENLOKAAL

Studente wat gedurende 'n eksamen 'n eksamenlokaal tydelik moet verlaat en later na die lokaal terugkeer, moet toestemming verkry en deur 'n toesighouer vergesel word.

M. VERSUIM OM 'N EKSAMEN BY TE WOON

'n Student wat versuim om 'n eksamen by te woon op die tyd en plek wat in die finale rooster aangedui word, sal geag word daardie deel van die eksamen te gedruip het, behalwe indien die student deur siekte of ander aanvaarbare rede verhoed is om dit by te woon.

N. SPESIALE EN SIEKTE-EKSAMENS

Aansoekvorms vir verlof om van 'n eksamen afwesig te wees, is by die Eksamenkantoor beskikbaar en moet binne 24 uur ná die eksamen wat misgeloop is, ingedien word. (Studente moet 'n aansoekvorm met alle tersaaklike stawende dokumente indien.)

O. EKSAMENUITSLAE

Let asseblief daarop dat studente toegang tot hul studente-e-pos (studentnumber@sun.ac.za) moet hê om seker te maak dat hulle administratiewe inligting en eksamenuitslae en kennisgewings ontvang.

P. STUDENTE MET EKSAMENTOEGEWINGS

Studente wat vir eksamentoegewings kwalifiseer en goedgekeur word, moet hul goedkeuringsbriewe by elke eksamensessie hê. Geen toegewings sal gemaak word as die briewe nie aan die toesighouers getoon word, voor die aanvang van die toets / eksamens.

Q. DEFINISIES/WOORDELYS

- Gedurende 'n eksamen – Die tydperk vanaf die aanvang tot die einde van 'n eksamen. Dit sluit enige tyd in wat toegelaat word vir die lees van 'n vraestel. Waar toepaslik is hierdie reëls en regulasies ook buite 'n eksamenlokaal van toepassing.
- Eksamenlokaal – Enige plek waarin 'n Universiteitseksamen geskryf word.
- Geldige rede – Enige nie-nakoming van die vereistes of enige gedrag van 'n student wat ingevolge die Dissiplinêre Kode vir Studente en Reëls vir Studentegedrag as “wangedrag” geklassifiseer kan word.
- Toesighouer – 'n Lid van die Universiteit se akademiese of algemene personeel of enige ander persoon wat gemagtig is om verantwoordelikheid vir toesig oor en/of organisering van 'n Universiteitseksamen te aanvaar.
- Student – Enige persoon wat amptelik ingeskryf is vir 'n vak/module of kursus wat deur die Universiteit aangebied word.

Kind regards / Vriendelike groete



Collette Schroeder

Head : Examinations Office
Centre for Student Administration

*Hoof: Eksamenkantoor
Sentrum vir Studente-administrasie*