



EXAMINATION VENUES

(as per the 2026 UFS General Academic Rules and Regulations, p. 92-93)

Requirements in respect of examination venues:

1. A student card or prescribed proof of registration must be presented to gain entry to the examination venue. In exceptional cases, a valid identity document, such as a South African identity book or card, passport, or driver's licence, will be accepted as an alternative form of identification.
2. A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as communicated to the students in advance by the lecturer.
3. A student may take into the examination venue only such publications as are specified on the examination paper and as communicated to the students in advance by the lecturer.
4. Once 15 (fifteen) minutes have elapsed from the commencement of the examination session, no student will be allowed into the examination venue.
5. Students may only leave the examination venue after 45 (forty-five) minutes have elapsed from the commencement of the examination session.
6. No extra time will be granted to students who arrive late at the examination venue.
7. Each individual student must confirm their presence in the examination venue by fully completing an attendance form, and by making the letter available to the invigilator upon request.
8. When an invigilator requests students to do so, they must immediately hand in examination scripts and documents supplied to them at the designated point in the examination venue.
9. A student may not bring any books of any description, notes or sheets of paper containing writing into the examination venue during an examination session. Cellphones, smartwatches, and other electronic equipment may only be brought into the venue if they are completely switched off for the duration of the examination. The use or handling of such devices during the examination is strictly prohibited and will be considered a disciplinary offence. The UFS cannot be held liable for loss of or damage to personal property that is left either inside or outside the examination venue.
10. During the examination, a student may not (a) lend assistance to or receive assistance from, or attempt to lend assistance to or receive assistance from, or converse with any person other than the invigilator in the examination venue; (b) visit the restroom unless

she/he is accompanied by an invigilator of the same gender; (c) smoke or consume food or refreshments; and (d) be a source of disturbance to other students.

11. Full particulars must be supplied on the examination script(s), and a student may not remove any scripts from the examination venue.
12. To obtain assistance in the examination venue, a student must attract the invigilator's attention by raising a hand.
13. If an invigilator has reasonable grounds, confirmed as such by another invigilator, to believe that a student may be in possession of inadmissible notes or items, the student may be requested by the head invigilator to leave the examination venue with their examination script and the documentation that was supplied to her/him. Two (2) invigilators of the same gender as the student must be present when she/he is informed of the suspicion outside the examination venue.

The invigilator then has the right to search the student for inadmissible notes or items in the presence of the other invigilator; this is done in conditions of privacy and in a way deemed not to compromise the student's dignity.

