

CHAPTER 9 – EXAMINATION VENUES

(as per the 2024 UFS General Rules, pg. 125-126)

Requirements in respect of examination venues

1. A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
2. A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as has been communicated in advance to the students by the lecturer.
3. A student may take into the examination venue only such publications as are specified on the examination paper and as has been communicated in advance to the students by the lecturer.
4. Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
5. Students may leave the examination venue only once forty-five (45) minutes from the commencement of the examination session have elapsed.
6. No extra time will be granted to students who arrive at the examination venue late.
7. Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully, and by making the latter 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 take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones / smart watches / dictaphones or electronic equipment into the examination venue during an examination session. The UFS cannot be held liable for loss of or damage to personal property that is left either in or outside the examination venue.

10. During the examination, a student may not

- (a) in the examination venue, 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;
- (b) visit the restroom unless she/he is accompanied by an invigilator of the same gender;
- (c) smoke or consume food or refreshments;
- (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 draw 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 her/his 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, and does so in conditions of privacy and in a way deemed not to compromise the student's dignity.