

## **Examination Rules and Regulations**

The following shall govern the expected conduct during all physical examinations. Regulations for online examinations are as guided in the respective instructions for such examinations.

- i) Invigilators are required to be present at all examinations and are responsible for their proper conduct. Students are required to comply with all instructions issued by the invigilators.
- ii) Students will be admitted to the examination room by the invigilator(s) after they have been checked up by assigned university security personnel at the entrance of the exam venue. The checkup shall be friendly and shall involve the display of the exam clearance card, ID, and other items in possession of the student. Mobile phones and other items not required in the exam room shall be deposited with the security personnel with specific labels for each item.
- iii) Students should sit at a desk allocated for the paper they are sitting in accordance with the course labels pasted in front of the exam venue.
- iv) Students should only bring essential items to examinations as there is limited storage for personal items within examination rooms.
- v) Students must bring their own pens, pencils, rulers, and any other required equipment to each examination room. These should be kept in a clear plastic pencil case. Cases and other containers are not permitted on examination desks. Additional material may only be used if issued by an invigilator or where it is specifically allowed in the examination paper rubric.
- vi) Food and drinks are not permitted in the examination room except for water which, if required, should be in a clear plastic bottle with no label.
- vii) Students must bring their University ID card to all examinations and display it on their desk throughout the examination. Though the ID cards are checked at the entrance of the exam room, an invigilator may check them again after the examination has started.
- viii) Students should complete an exam attendance sign-up sheet per exam unit which will be collected by the invigilator after each student has signed.
- ix) Students should enter their student number, not their name, on the examination booklet. The student number is the one given upon admission into AIU and found on the student ID card.
- x) Examinations will start and finish on the instruction of the invigilator. Students must not open examination papers or start writing until instructed to do so and/or until a prayer has been made by one of the invigilators.
- xi) The use of mobile phones or other electronic devices is not permitted. If a mobile phone is found with a student during the course of an examination, it will be regarded as a disciplinary offence.
- xii) Talking or communicating in any other way with other students in the examination room before, during or after an examination is forbidden. Failure to observe this requirement will be treated as a disciplinary offence.

- xiii) If a student wishes to speak to an invigilator he/she should raise a hand and stay seated.
- xiv) The University operates a zero-tolerance policy in relation to cheating in examinations. Invigilators will announce at the beginning of each examination that it is an offence for students to be in possession of any notes, documents, or unauthorized material or to have any information written on their body or clothing. The invigilators may ask anyone with such material to raise their hand. The material will then be collected, and the opportunity provided for information on the body or clothing to be removed. After this point, if any student is discovered with such material or with any information written on any part of their body or clothing in the examination room, it will automatically be assumed that cheating has taken place and the consequence will be a mark of zero to the exam.
- xv) Any student wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Students permitted to leave the room may be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Chief Invigilator will provide a report to the Examinations Office in such cases.
- xvi) Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report will be made to the Exams Office.
- xvii) Students who arrive late may be admitted to an examination room during the first 30 minutes of an examination. No additional time will be given.
- xviii) Students are not permitted to leave an examination during the first 30 minutes or the last 20 minutes. In examination rooms where papers of mixed duration are being taken students are only permitted to leave at the invigilator's discretion.
- xix) Students wishing to leave an examination early must inform the invigilator and must remain in their seat until their script has been collected. They must leave the examination room quietly with minimum disturbance both inside and immediately outside the examination room.
- xx) At the end of an examination the invigilator will instruct students to stop writing. Students must remain seated at their desks until all scripts have been collected by an invigilator and they are instructed that they may leave.
- xxi) No answer booklet or part of an answer booklet, whether used or not, may be removed from the examination room.