



**VICTORIA
UNIVERSITY**

Kampala . Uganda

Office of the Academic Registrar

EXAMINATION GUIDELINES AND BEHAVIOR

1. Candidates must obey all instructions relating to the conduct of an examination given by an examination supervisor and or Invigilator. Instructions are given prior to the commencement of an examination and candidates should be aware of them, if unclear or unable to hear they should ask the supervisor to repeat the instructions.
2. Candidates arriving late for examinations are admitted to the examination hall during the first half-hour of the examination period but no additional time is made available to students to complete their examination. Candidates will not be admitted to an examination room 30 minutes after the examination has commenced. Candidates will not be allowed to leave the examination room 30 minutes from official beginning time of the examination.
3. Candidates will be advised ten minutes before the end that the examination is about to conclude. No candidate will leave their seat until all answer books have been collected and the announcement is made that candidates may leave the room.
4. Students are not allowed to have mobile phones, listening equipment, or any other equipment, including calculators, with you at your examination desk. The only exception to this is where calculators or other equipment if the examination demands so.
5. Students are not allowed to take books, documents, notes or files to the examination desk.
6. Students should not look at the examination questions until they are told to do so.
7. No communication by word or otherwise between candidates will be allowed in the examination room. If students are found to be communicating, disciplinary action will be taken.
8. Candidates requiring anything during an examination should communicate with the supervisor by raising their hand.
9. Examination candidates may only bring authorised materials into the examination room. If a supervisor finds, during the examination, that you have unauthorised material, in whatever form, in the vicinity of your desk or on your person, whether in the examination room or the toilets or en- route to / from the toilets, the matter will be reported to the AR and disciplinary action will normally be taken against you. This action may result in your being deprived of any credit for this examination or even, in some cases, for the whole unit. This will apply regardless of whether the material has been used at the time it is found. Therefore, any candidate who has brought any unauthorised material whatsoever into the examination room should declare it to the invigilator/supervisor immediately. Candidates who are uncertain whether any material is authorised should ask the invigilator/supervisor for clarification.

10. If the student leaves the exam room before the end of the exam without permission s/he will not be allowed back.
11. Candidates must not remove pages from answer books or the answer books from the examination room.
12. Students are not allowed to personal belongings (such as bags, pouches, ear/headphones, laptops etc.), to the exam room. Please do not bring any valuable belongings except the essential materials required for the examinations. Please leave your valuables at home or in your hostels for safe custody.
13. Smoking and eating is not permitted in any examination venue.
14. Candidates must write their examination answers in biro or ink. Candidates whose writing is illegible may be required to have their examination answers typed at their own expense or may be recorded as fail.
15. Students will not be permitted to leave the exam room during the last ten minutes
16. Students must stop writing as soon as you are told to do so
17. Students should not cause any disturbance shortly before, during, or immediately after the exam. If they cause a disturbance, they will be expelled from the exam and their exam will not count.
18. In the event of an emergency, students must follow the instructions given by the invigilators and during an evacuation must refrain from talking or communicating in any other way to anyone except an invigilator.
19. For all examinations, candidates must present their student ID card and Exam permit as a form of photographic identification and verification.
20. Examinations will be conducted during the allocated times shown in the examination timetable. The examination hall will be open for admission 15 minutes before the time scheduled for the commencement of the examination.
21. Candidates who are not properly attired will not be admitted to the examination hall. Please ensure that you comply with the dresscode of the University i.e. be decent and smart.
22. You are advised to plan your schedule and allow for extra travelling time to attend the examinations. No extra time will be given for students who are late due to traffic jams, bad weather, etc.
23. No examination paper shall leave the examination room

Signed



Academic Registrar

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