



## Gauteng City College

### Exam Rules and Regulations – 2025

These regulations apply to all formal assessments, including midterms, finals, and supplementary exams. Students are expected to uphold academic integrity and comply with institutional standards.

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#### Arrival & Entry

- Arrive at least **30 minutes** before the scheduled exam time.
  - Late arrivals beyond **15 minutes** may be denied entry.
  - Present your **student ID** and **exam permit** at the entrance.
  - No entry allowed once the exam has started unless approved by the invigilator.
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#### What to Bring

- Valid student ID card
  - Required stationery (pens, pencils, calculator if permitted)
  - Transparent stationery pouch only
  - No bags, books, or notes allowed unless specified
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#### Prohibited Items

- Mobile phones, smartwatches, and electronic devices
  - Notes, textbooks, or unauthorized materials
  - Food and drinks (except bottled water)
  - Any form of communication with other students
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#### Conduct During Exams

- Maintain **silence** from entry until exit
- Follow all instructions from invigilators
- Raise your hand for assistance—do not leave your seat without permission

- No borrowing of items during the exam
  - Any suspicious behavior may lead to disciplinary action
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### Academic Integrity

- **Cheating, copying, or impersonation** will result in disciplinary review
  - Plagiarism in take-home or online exams is strictly prohibited
  - All work must be your own unless group work is explicitly allowed
  - Report any misconduct anonymously via the Student Support Office
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### Post-Exam Protocol

- Remain seated until papers are collected
  - Do not remove question papers unless permitted
  - Exit quietly and avoid discussing the exam near the venue
  - Results will be released via the student portal within 14 working days
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### Disciplinary Measures

Violations of these rules may result in:

- Exam disqualification
  - Suspension from future assessments
  - Academic probation or expulsion (in severe cases)
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These rules are enforced to ensure fairness, integrity, and a professional academic environment. Updates will be communicated via official channels.