



(OU/Exam/2A)

# Open University of Mauritius

Réduit, Mauritius

Tel: (230) 403 8200 Fax: (230) 464 8854 Website: [www.open.ac.mu](http://www.open.ac.mu) Email: [openuniversity@open.ac.mu](mailto:openuniversity@open.ac.mu)

---

## INSTRUCTIONS TO CANDIDATES

### 1. General

- 1.1 Candidates shall be responsible for noting correctly the times and places of their examinations. Misreading and/or claiming ignorance of an examination date, time or centre will not be accepted as an excuse for absence from an examination or for late arrival at the examination.
- 1.2 Programmable calculators are not allowed. Where calculators are allowed, such calculators must be of a suitable size, silent and with a visual display only. The calculator's cover must be removed. Covers containing printed instructions or formulae are not allowed in the examination room. The calculators shall be checked by the invigilator and any information/programs stored in the calculator's memory must be cleared before start of the examination.
- 1.3 Candidates are not allowed to bring any unauthorised materials (for example, notes, paper, mobile phones, smart watch or other electronic devices) into the exam room. All rough work should be done on the question paper.
- 1.4 Candidates should not have in their possession any equipment which might give them an unfair advantage. Mobile phones should be switched off (not set on silent/vibrating mode) and kept in bag before entering the exam room.

### 2. Conduct of Examination

- 2.1 Candidates shall produce their identity cards at any time if required to do so by an invigilator. Failure to comply may entail disciplinary action. The Chief Invigilator/invigilators will let candidates into the examination room fifteen minutes before the examination starting time. Candidates must go directly to their respective pre-allocated seat and put their ID card on their desk.

- 2.2 A candidate who arrives at an examination room up to half an hour after the examination has begun shall be admitted, provided no other learner for the same examination has already left the room.
- 2.3 A candidate who is admitted to an examination after the official starting time thereof shall not be granted any additional time to complete the examination.
- 2.4 Except in an emergency, a candidate may not leave the examination room until half an hour after the official starting time of the examination.
- 2.5 Answers to questions must be written legibly in blue or black ink, except when there are other instructions.
- 2.6 Eating, drinking and smoking are not allowed in the examination room. Singing, praying aloud or any activity that disturbs other learners is strictly forbidden.
- 2.7 During the examination, communication between candidates is strictly forbidden. Any candidate found to be receiving or giving assistance would be sanctioned. In case there is any query, candidates must raise their hand and talk to the Chief Invigilator/Invigilator.
- 2.8 If a candidate needs to use the toilet, he/she must raise his/her hand and remain seated until an Invigilator comes to him/her and accompanies him/her.
- 2.9 No candidate is allowed to leave the examination room during the last 10 minutes.
- 2.10 At the end of the exam, all candidates should remain seated in their place. All Answer Scripts/Question Papers must have been collected and accounted for by the Chief Invigilator/Invigilator before candidates are allowed to leave the examination room.

### **3. Examination Irregularities**

- 3.1 Candidates must not remove any Answer Book (used or unused) or examination paper (if applicable) from the examination room. A candidate in possession of any Answer Book shall be liable to severe disciplinary action.
- 3.2 No book or paper of any kind may be taken into the examination room.
- 3.3 A non-exhaustive list of materials not allowed in the examination room is as follows: non transparent pencil case, cellular phones, smart watch, programmable calculators and any other electronic devices (including earphones, head sets,...) having written information (including written information on parts of the body). Possession of unauthorised materials

during an examination is an offence which will entail disciplinary procedures and all evidences may be retained by the University until no longer required.

3.4 Where a candidate is found in possession of any unauthorised electronic devices/material (e.g mobile phone, smart watch) such action is a breach of the examination regulations even if he/she does not intend to use it. The candidate will be subject to penalty which may lead to disqualification.

3.5 In case of any irregularity committed, the candidate in question shall be referred to the OU Disciplinary Committee.