

Exam Code of Conduct

Faculty of Aviation and Space Sciences

The Faculty of Aviation and Space Sciences Examinations Board has adopted the following Code of Conduct for examinations.

1. At the examinations students are obliged to present valid proof of enrolment (student ID card) including a representative photograph and a valid driver's license, passport or other document allowing verification of the student's identity.
2. If a student cannot produce valid proof of ID, or if the invigilator has doubts regarding the student's identity, the invigilator must witness the student signing beside his/her name on the list of examinees or other document designated for this purpose. As soon as possible after the examination, the student must present valid proof of ID to the examiner or to another person designated by him/her. The student's exam will not be assessed until his/her identity has been verified.
3. When taking their seat in the examinations hall in **a proper order**, all students must follow the instructions issued by the invigilator.
4. Students who fail to follow all instructions published by the Examinations Board and/or examiner or invigilator prior to commencement of the examination, as well as any instructions issued during or immediately following the relevant examination component, risk having their examination declared invalid.
5. Students must be in the exam room and ready to start the exam at least 10 minutes before the designated start time published by the Registrar's Office. Examiners may decide to admit latecomers up to 20 minutes after the start of the examination. Latecomers are not permitted to continue to work on the examination once the examination has officially ended.
6. Students may not leave the examination venue during the first 25 minutes of the exam.
7. Students who have registered for an exam and are present in the examination venue once the examination has commenced shall always be awarded a grade.
8. Once any examinee has left the room, no more latecomers will be admitted to the exam.
9. Students wishing to use the toilet must follow the invigilators' instructions.

10. Students must bring the following items with them: a blue or black pen, a pencil, an eraser and non-programmable calculator.
11. While taking an exam, students are prohibited from having any materials with them that are not permitted by the examiner(s). Only the materials or equipment allowed by the lecturer may be brought into the examination room and may only be used by the student bringing them into the room. Coats, books, bags, cellular phones (and other electronic devices) and other items must be placed at the front of the room or in another specified location well before the examination is distributed. All cellular phones must be switched OFF. **Possession of unauthorized items is a serious offence and could result in disqualification from your examination or may be subjected to a disciplinary act.**
12. No communication by word or otherwise between students will be allowed in the examination room. **If students are found to be communicating, disciplinary action will be taken.** Upon completion of an examination students must quietly leave the examination room to allow those not finished to do so in silence.
13. Students requiring anything during an examination should communicate with the supervisor by raising their hand.
14. Students who have a cellular phone or other electronic equipment with them during the exam are liable under Examinations Regulations concerning fraud and plagiarism.
15. If any special circumstances arise prior to, during or after the examination, the invigilators shall draw up a report describing the circumstances.
16. Invigilators' conduct must not unduly disturb students during the examination.
17. **Any student who commits any breach of these rules or is guilty of any misconduct in relation to the examination will be subject to disciplinary action and possible punishment will be decided by the authorities defined in the Student Discipline Regulation of the University.**