



The attention of students and invigilators is drawn to the following guidelines for written examinations at the MCI.

EXAMINATION PROCEDURES & SUPERVISION

COMMENCEMENT AND DURATION

Exams begin **punctually** even if some candidates are not yet present.

The duration of the exam is stipulated in advance and cannot be extended.

Students who arrive late must hand in their work at the stipulated end of the exam. No extension of the time will be permitted.

ORGANIZATION

Students must leave their briefcases, bags, etc. with the invigilator by the front wall/board or in some other designated place.

All papers to be used by the candidates are laid out on the desks before the start of the exam. Candidates must sit at the desks to which they have been assigned.

Students are to be seated one to a desk, with one space kept free between each student.

The invigilator has the right to assign candidates to alternative seats.

WRITING UTENSILS AND EXAMINATION AIDS

Candidates may only use the examination papers and writing paper provided by the invigilator, as well as pens, pencils, rulers and erasers (but no pencil cases, etc). In exceptional cases, examination aids such as calculators or books are permitted as announced in advance. Before the start of the exam the invigilator will remind candidates of any permitted examination aids.

The use of programmable or graphical pocket calculators or calculators with algebraic capabilities, e.g. TI-92, TI-89, HP 48, is not permitted.

The use of mobile phones, laptops and other technical devices is not permitted.

EXAMINATION PAPERS

Candidates may only use the examination papers and additional sheets of writing paper provided.

Candidates must write on one side (front) of the examination papers only; if more space is required, an additional sheet of paper issued by the invigilator must be used.

Candidates must enter their name in block capitals and their student number on every examination paper (including any additional sheets used).

At the end of the session, candidates must hand in their complete file to the invigilator (exam questions and papers, and used and unused sheets of paper).

Stapled examination papers should not be taken apart. Candidate who nevertheless do so bear responsibility for any missing papers.

EXAMINATION SESSION

Students are not to leave the room during the exam.

Students may not consume food during the exam.



The invigilator (unless the lecturer him/herself is present as the invigilator) does not answer any questions relating to the content of the exam.

Students must obey all instructions issued by the invigilator.

Students must hand in their complete file to the invigilator (exam questions and papers, and used and unused sheets of paper).

CHEATING

In accordance with the examination regulations, any candidate will be failed who tries to influence the result of his/her exam or that of any other candidate by cheating, including the use of forbidden aids or possession of forbidden aids after the exam questions have been announced.

Among other things, cheating is defined as:

- the use or possession of forbidden examination aids
- communication with other students, and
- any form of attempted deception.

Any candidate who attempts to cheat in an exam will be failed.

In the case of any attempt to cheat in an exam or the use or possession of forbidden examination aids in order to influence the result, the student will be informed of the facts of the case, the forbidden aids (but not the exam papers) will be confiscated, and the circumstances duly noted. The student will, however, be permitted to continue with the exam.

In the case of an act of cheating that is not discovered until after the grade has been awarded or the exam certificate presented, the head of faculty can subsequently change the grade(s) awarded and declare the exam result to be a fail in whole or part.

Students who talk to each other during the exam will also be reported, although a warning may be issued first at the discretion of the invigilator.

Cheating or attempted cheating in an examination can result in the student concerned being excluded from the study program (cf. Learning Agreement).