

2014

GREAT ZIMBABWE UNIVERSITY



EXAMINATIONS RULES & REGULATIONS

*Product of Academic Registry:
- Examinations Office*

EXAMINATIONS REGULATIONS FOR STUDENTS

INTRODUCTION

The formal University examinations are compulsory and performance in these examinations, coupled with performance in the continuous assessment during the course of the semester, will determine candidates' results.

Normally the University conducts Sessional Examinations at the end of every semester. Other than Sessional Examinations, the University can also conduct Special Examinations and Supplementary Examinations. (for conditions required for one to qualify to sit for Special or Supplementary Examinations, candidates should refer to the General Academic Regulations, Special Faculty Regulations and Special Departmental Regulations).

1. EXAMINATIONS TIMETABLE

1.1 Consolidated official examinations timetables are posted on University Notice Boards and Website.

1.2 Candidates must note carefully the dates, times and venues for their examinations as given in the **FINAL** copy of the timetable. (Special care should be taken to ensure that it is the Final Timetable and not a previous draft).

NB: It is the candidates' responsibility to check the timetable themselves and to ensure that they know the correct date, time and venue of each examination. They **must** not depend on information given by fellow students or on information communicated by telephone.

1.3 Misreading a timetable is **not** an acceptable excuse for missing an examination.

1.4 Any queries on the timetable should be directed in the first instance to the subject lecturer, and then to the Chairperson of Department / Faculty Administrator.

2. EXAMINATION MATERIALS

2.1 Answer book, graph paper, blotting paper, mathematical tables, data booklets, formula booklets, periodic tables and essential reference material will be provided by the Examinations Office.

2.2 Candidates **must** bring their own pens, pencils, rulers, rubbers and any other materials or instruments that are expressly permitted in the instructions of the examination paper in question. Candidates must **not** use red ink.

- 2.3 Possession of unauthorized examinations related materials by candidates during the examinations is a serious act of misconduct. Unauthorized materials include bags, briefcases, instruction booklets, lecture/tutorial notes, textbooks, computers of any sort, electronic or radio communication or recording devices, cellphones, cameras, Bluetooth headsets, portable music players and etc. Candidates **must not** bring into the examination room any of these unauthorized examinations related materials or to leave them in the vicinity thereof.

3. CONDUCT OF EXAMINATIONS

- 3.1 **Admission into Examination Halls:** Only registered students will be allowed to sit for sessional examinations. Candidates must have valid students identity cards whenever they are reporting for sessional examinations.

Candidates are expected to be at their designated examination venues at least thirty (30) minutes before the scheduled commencement time of the particular examination. Candidates will not normally be admitted into examination room later than thirty minutes (30) after the commencement of an examination. Any candidate who arrives late (normally within the first thirty (30) minutes of the examination) must explain the reasons for his lateness to the Invigilator in Charge and may start the examination only with the approval of the Invigilator. Normally no additional time will be given to such latecomers.

- 3.2 **Attendance Slips:** Normal, in the examinations venues, each candidate will be assigned a desk on which an attendance slip will be placed. The attendance slip will give the candidate's individual name, surname, registration number, degree programme, academic year paper code and the paper title. Candidates will be seated in alphabetical order for each examination paper. Each candidate must fill-in and sign the attendance slip. These slips will be collected by Invigilators during the course of the examinations.
- 3.3 **Students' Identity Cards:** Candidates should place their student identification cards on their desk for checking by Invigilators.
- 3.4 **Examination Answer Scripts:** Candidates must fill in their student registration number on the top of their examination answer scripts and comply with the instructions listed on the front cover of the examination scripts. **Candidates must not write down their names on the examination scripts.** The candidates' student registration numbers are the candidate numbers for all the examinations.

- 3.5 Smoking, eating and drinking is not permitted during the course of the examination. Candidates that have medical conditions that require eating or drinking water during the course of the examination must notify the Examinations Office in advance so that necessary logistical arrangements could be done prior to the date of the examination.
- 3.6 Once the candidates have entered the examination room, they must quickly find their seats and settle down quietly. All conversations or any other form of communication among candidates shall cease forthwith. During the course of the examination there shall be no communication of any nature whatsoever among candidates.
- 3.7 No candidate shall assist or attempt to assist another candidate, or obtain help, or attempt to obtain help from another candidate with regard to any information during the course of the examination.
- 3.8 Writing on any paper other than that provided for examination purposes is strictly prohibited. Candidates **must not write on the examination question paper**, except on fill-in and multiple choice questionnaires.
- 3.9 Rough work **must** be done in the examination answer script and then be crossed out. No pages **must** be removed from the examination answer scripts.
- 3.10 **Leaving the examination room:** Any candidate who wishes to leave the examination room must do so only with the permission of the Invigilator/Invigilator in Charge. Any candidate who leaves the examination room without permission **may not be allowed** to re-enter the examination room and may be disqualified from continuing with the examination.
- 3.11 Normally, no candidate may be allowed to leave the examination room during the first thirty (30) minutes of the examination or during the last ten (10) minutes of the examination.
- 3.12 Candidates shall not take used or unused answer books from the examination room.
- 3.13 **End of the examination,** When the Invigilator/Invigilator-in-Charge announces the end of the examination session, candidates shall all stop writing immediately. Candidates must tie together, with the strings provided, their examinations answer books and all other supplementary work. The papers should be tied securely but with a sufficiently large loop to allow the answer book to be opened

without tearing. All candidates must remain seated until all the answer scripts and all other examination related materials have been collected from all the candidates by the Invigilators. Candidates shall only leave the examination room when the Invigilator-in-Charge has given them permission to do so.

- 3.14 **Acts of Misconduct during the Examination:** If any candidate is found using unauthorized examinations related materials, or attempting to obtain information from other candidates or their papers, or to be otherwise suspected to be guilty of any form of misconduct during the examination, he/she may have the examinations results nullified, not only in that paper, but in all other examinations that may have been written and further disciplinary action may be taken by the University.
- 3.15 Normally, when a candidate is suspected to be committing an act of misconduct, he/she will be allowed to continue with the examination and write a full report at the end of the examination session. Any suspected unauthorized examination related materials that would have been confiscated from the candidate would be attached to the candidate's report and these are submitted to the Director Examinations together with the Invigilator's report.

4. FAILURE TO ATTEND EXAMINATIONS

- 4.1 Any candidate who feels his examination performance may be adversely affected by sickness or personal problems and who wishes that these circumstances be drawn to the attention of the examiners must report these to the Director Examinations before the Departmental Board of Examiners meetings are held.
- 4.2 Any candidate who fails to attend an examination must notify the Director Examinations without delay and confirm the absence with written communication.
- 4.3 When the absence is due to illness, a certificate from a Medical Practitioner, registered in terms of the Health Professions Act must be submitted together with the written report. If the absence is a result of bereavement, then either a burial order or a death certificate should be attached to the written letter. Where the relationship is not very clear, an Affidavit signed by a Commissioner of Oaths should accompany the submissions and should clearly state the nature of relationship between the deceased and the concerned student.
- 4.4 Any other forms of absence from examinations should be accompanied by relevant supporting documents. The University will not accept any excuses for absence from examinations that are

not properly substantiated and authenticated. Normally students who miss examinations due to extenuating circumstances may apply for Special Examinations.

5. PUBLICATION OF EXAMINATIONS RESULTS

- 5.1 Examination Results will be published by the Registrar after decisions on the recommendations of the Examiners have been approved by the ACADEMIC BOARD on behalf of the University Senate. Normally students can access examinations results from their E-learning Accounts provided they are fully paid up on their tuition and ancillary fees.
- 5.2 Candidates who have queries concerning their examination results should contact the Examinations Office to establish the position.
- 5.3 All candidates are reminded that the Examiners may require any candidate to attend an oral or viva-voce examination after the written examinations in order to clarify, or probe further aspects relating to the written examination.
- 5.4 **Appeals against Examinations Results:** Candidates may appeal against decisions relating to their Examinations results upon payment of the requisite Appeal Fees that may be determined by the University from time to time.

Appeals are to be made within fourteen (14) days of the date of publication of results.

**DIRECTOR EXAMINATIONS
ACADEMIC REGISTRY**