



HARARE INSTITUTE OF TECHNOLOGY

INFORMATION ON EXAMINATIONS FOR CANDIDATES

1. Introduction

The document provides guidance and instructions to candidates on preparations for and conduct during examinations.

2. Examinations Timetable

- 2.1 The Final Examinations Timetable is now out and is accessible through Notice Boards and the Student Portal.
- 2.2 Check carefully the exact Date, Time and Venue of the Examination.
- 2.3 Report to your Department any clashes on your scheduled examinations.
- 2.4 The Examinations Timetable is based on registration and candidates should ensure they are registered for all courses for the Examination Session.

3. Admission to Examinations

- 3.1.1 Candidates must have paid the prescribed fees and completed the registration process in order to be admitted to examinations.
- 3.1.2 Candidates must satisfy Continuous Assessment and Attendance regulations in order to be admitted to each examination.

4. Entry into the Examination Venue

- 4.1 Candidates should be at their designated Examination Venues at least thirty (30) minutes before the scheduled commencement time of the particular examination.
- 4.2 Candidates will not normally be admitted into the examination venue later than thirty (30) minutes after commencement of an examination.
- 4.3 Candidate should be registered for the courses being written.
- 4.4 Candidates should have valid Student Identity Cards.
- 4.5 All candidates shall enter the Examination Venues through designated access points.

- 4.6 No unauthorized material should be taken into the Examination Venue. If a candidate cheats or attempts to obtain information from other candidates or their papers, he/she shall be disqualified not only in that examination and subject, but in the whole examination and further disciplinary action may be taken by the University.
- 4.7 Candidates must place their Student Identity Cards on their desks for checking by Invigilators.

5. Rules for Conduct of Candidates in the Examination Room

- 5.1.1 Candidates must leave their University ID Card on their desks visible for inspection for the duration of the examination.
- 5.1.2 Candidates are not permitted to smoke, eat or drink during the examination.
- 5.1.3 Candidates must not copy from the work of another candidate or allow other candidates to copy from their own work, and must not obtain assistance from another candidate or provide assistance to other candidates during the examination.
- 5.1.4 Candidates must maintain silence and remain seated while in the examination room, they are not permitted to talk to or communicate with any other candidate during the examination.
- 5.1.5 Candidates are not allowed to write anything on the question paper before and during the examination.
- 5.1.6 Candidates must not cause any kind of disturbance or distraction in and around the examination venue.
- 5.1.7 Candidates must read and comply with instructions on the front cover of the answer script.
- 5.1.8 Candidates must not remove or tear off or mutilate pages from examination answer scripts. Rough work must be done in the examination answer script and then crossed out.
- 5.1.9 Candidates who use more than one answer booklets should securely tie the booklets together at the end of the examination session.
- 5.1.10 Candidates should ensure that their examination answer scripts have been collected by the Invigilator before.
- 5.1.11 Candidates should ensure that their answer scripts have been collected by the invigilator before leaving the examination venue and candidates should not leave the venue without the authority of the Invigilator(s).

6. Instructions on Examinations

- 6.1 Candidates must fill in their registration numbers and other details as required on the answer booklets and the attendance slips. **(NB: Candidates should not write their names on the answer booklets).**
- 6.2 If the candidate uses more than one answer booklet, he/she should tie the books together securely at the end of the examination session.
- 6.3 Candidates should ensure that their answer scripts have been collected by the invigilator before they leave and all candidates may not leave the venue until they are told to do so by the invigilator(s).
- 6.4 Candidates should turn over their question papers and, first ensure that they have the correct paper and second, read through the paper and check that there is no obvious misprinting, illegibly printed pages or missing pages.
- 6.5 Candidates shall be told the exact starting and finishing times, (and that an announcement will be made when 10 minutes writing time remains).

7. Leaving the Examination Venue

- 7.1 **No candidate is allowed to leave the examination venue within the first thirty (30) minutes and the last ten (10) minutes of the examination.** Outside of these times, a student may leave the examination venue before the allotted finishing time under the direction of an invigilator. Candidates must leave the examination room silently.
- 7.2 No candidate may leave the examination room without the permission of the invigilator. Any candidate who leaves the Examination Venue without permission shall not be permitted to re-enter the Examination Venue and continue with that examination.
- 7.3 Any candidate who leaves the Examination Venue without permission shall not be permitted to re-enter the Examination Venue and continue with that examination.
- 7.4 Before leaving the Examination Venue, candidates must sign on the attendance register as proof that they have submitted their Answer Scripts to the Invigilator.
- 7.5 Candidates may take question papers away from the examination unless specifically told verbally or in writing not to do so.