



On-site Exam Regulations

A. Before the Exam

1. All exam candidates must arrive at the exam venue at least 30 minutes before the start of each exam
2. It is the candidate's obligation to know when an examination begins, its length, and its location. Late candidates will not be given extra time
3. All exam candidates must carry their student IDs to the exam room. Exam candidates who fail to produce their IDs will not be admitted to the exam room
4. Checking into the exam room starts 30 minutes before the start of each exam and ends 15 minutes before the start of each exam
5. Candidates who arrive 15 minutes after the exam has commenced will not be admitted to the exam room
6. Exam candidates will be directed where to sit. Exam candidates must not carry any unauthorized materials to the desk.
7. It is the responsibility of each student to carry pens, pencils, and rulers to the exam. Exam candidates may also be required to carry calculators to the exam. If so, this will be communicated to the exam candidates prior to the exam. Exam candidates may not carry material to the exam room other than that which is allowed for their specific exam. Such materials shall be communicated to the exam candidates by the Instructor prior to the exam.
8. Candidates are not allowed to carry the following into the exam room:
 - 8.1.1. Computer / Laptops
 - 8.1.2. iPad/iPod
 - 8.1.3. MP3-player/MP4-player
 - 8.1.4. Calendar
 - 8.1.5. Smart watch

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8.1.6. Cellular phones

8.1.7. Tablets

9. Candidates who carry bags to the exam room will be directed to place them in a secluded place. Please note that Northrise University **is not responsible** for lost or stolen valuables

B. During the Exam

1. Exam candidates must carefully listen to the instructions that will be read to them by the invigilator. Candidates who do not understand the instructions or have questions must seek help as soon as possible
2. Candidates are not allowed to turn the pages of the examination papers until they are told to do so
3. Exam candidates must ensure to carefully read all instructions on the exam paper
4. Exam candidates must follow all given instructions without fail. Candidates who do not follow exam instructions will be disqualified from the exam
5. Exam candidates are not allowed to leave the exam room once the exam has commenced. Candidates who leave the exam room in the middle of an exam session will not be allowed to continue with the exam. Such exam candidates will be graded based on what they wrote before leaving the exam.
6. Exam candidates are not allowed to copy from each other, communicate with each other, or exchange any materials in the exam
7. The minimum amount of time that a candidate can spend in each exam is 30 minutes. This means that no student will be allowed to leave the exam room within the first 30 minutes the each exam
8. Exam candidates may leave the exam room after the first 30 minutes of the exam up to 30 minutes before the end of the exam
9. Exam candidates leaving the exam room must do so quietly. They should raise up their hand and wait to be attended to
10. All exam candidates must sign the attendance register before leaving the exam
11. The invigilator will pray with the exam candidates before commencement of each exam

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12. All work must be written in the answer books or on other examination stationery provided in the examination room by the University.
13. Candidates must write their answers in black or blue ink; pencil should only be used for drawing diagrams, sketches or graphs.
14. Candidates must write their answers legibly; examiners cannot mark what they cannot read.
15. Candidates must not tear out pages or parts of pages of answer books. They must not take answer books or any other item of examination stationery from an examination room whether used or not.
16. Rough work and all calculation must be written in the answer books.
17. Answers should be numbered clearly according to question paper.
18. No extra time is allowed for late comers.
19. Smoking, food and drinks are prohibited in the exam room.

Northrise University Exam Office

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