



THE UNIVERSITY OF TRINIDAD AND TOBAGO

## EXAMINATION GUIDELINES

1. All final assessments will be conducted in the Auditorium, classrooms and laboratories, as scheduled on the assessment timetables. As such, **access to these areas is strictly prohibited to all students, during the scheduled period**, except for the purpose of writing of an examination.
2. The **candidate is responsible for checking and verifying final assessment dates and times**.
3. **No candidate will be allowed to leave the examination room during the first ½ hour** of an examination except in the case of an emergency and with approval from the Chief Invigilator, or Manager Examinations Unit or their delegate.
4. Outside of an emergency, any candidate who wishes to leave the examination room **must submit his/her Examination Answer Book, Question Paper and other materials** normally required to be submitted by candidates on completion of their final assessment. Such a candidate will not be allowed to return to the examination room.
5. Candidates are to **leave the precincts of the examination rooms immediately upon the completion of an examination**.
6. Candidates, except when allowed to speak by the Chief Invigilator, **must observe absolute silence while in the examination room**.
7. **Exchange of information between candidates sitting an examination or possession of information or material outside of that which is provided for the purpose of writing an examination, are grave offences**. The following may be deemed as examination violations:
  - a) Looking into another candidate's script.
  - b) Possession of material or devices that are foreign to that allowable or provided in the examination room.
  - c) Speaking without the permission of the Chief Invigilator, Manager Examinations Unit or their delegate.
  - d) Attempting to communicate with other candidates via non-verbal means (signals, gestures etc.).
  - e) Having in one's possession or within what may be reasonably considered to be one's personal space (e.g. on or under one's desk, under one's foot, among one's examination materials) any sketch, drawing, written or printed material of any description, or blank paper.
  - f) Possession of unauthorized copies of examination materials.
  - g) Any other act or acts that compromise the integrity of the academic evaluation process.
8. **Candidates are strongly urged to take notice of the *Policy on Academic Misconduct***. Specifically, anyone found guilty of examination violations will be disciplined.
9. **The presence of cell phones, pagers, blue-tooth, flash-drives, I-pod or any other electronic devices in the examination room is strictly prohibited**.
10. **Candidates will not be allowed to eat and/or drink**; only water may be allowed at the discretion of the Invigilator.

### **IN ADDITION TO THE REGULATIONS AND GUIDELINES APPLICABLE TO ALL FINAL ASSESSMENT, THE FOLLOWING 11-14 APPLY TO COMPUTER LAB EXAMINATIONS:**

11. If memory saving devices are used during an examination, then **they must NOT be passed from one student to another**. This is equivalent to passing notes, which is clearly a violation of examination rules.
12. **It is the responsibility of the student to continuously save his/her work**. A good rule of thumb is to save every 5 minutes. By following this rule, you will only have to re-do the last five minutes of work at most in the event of a power failure or software malfunction or any other problem.
13. Students must look around their work area in order to be **aware of the location of the power bar that their computer is connected to**. This will avoid shutting off the power switch accidentally. **Accidentally turning off the power to the computer will NOT be accepted as an excuse for not completing the examination**.
14. Unless the e-mail software is a part of the assessment, **students must NOT use any e-mail during an examination**.

### **GENERAL**

15. All concerns arising during an examination must be **addressed to Chief Invigilator**.
16. Candidates are to **comply with the instructions of the Chief Invigilator** at all times.
17. Once the Instructor has vacated the examination room after the stipulated period of time during which he/she should be present, no further queries requiring the input of the instructor will be entertained.