



# UNIVERSITY OF GUYANA

OFFICE OF THE REGISTRAR

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EXAMINATIONS DIVISION

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## UNIVERSITY OF GUYANA REGULATIONS FOR EXAMINATIONS

### INSTRUCTIONS TO CANDIDATES

(To be given to each candidate in the first year of his/her University career. These regulations will be in force for the duration of the student's period of study, unless otherwise specified).

**NOTE: You can be refused entry to the examination room if you do not have your Examination Pass and your Registration Card.**

1. Check the time-table on your Faculty Notice Board to establish the dates, times and locations of the examinations you are sitting. You must be at the examination room at least ten minutes before the scheduled start of the examination.

If you arrive more than half an hour late, you may be permitted to write the Examination, but the University reserves the right to refuse to mark your script. You will not be allowed extra time.

2. **You may not leave the room during the first half hour or the last half hour of any examination period.** If you wish to leave the room temporarily outside of these times, you may do so but only with the permission of an Invigilator and under conditions to be stipulated by same.

3. You are allowed to take to your desk (i) your Registration Card, (ii) your Examination Pass and (iii) items Essential for the particular examination. Note that only non-programmable calculators are allowed.

**Before taking your seat, check your pockets, change purses, wallets and pouches for any written/printed material you should not have with you.**

**Caps, Hats, Berets, Jackets, Pencil Cases, Calculator Cases, Note card cases, Geometry set Cases and other similar items are prohibited. Jackets and Headgear will be inspected.**

4. **Candidates must deposit all Cell Phones (turned off) and other electronic devices in the designated area at the front of the room.**

**Any unauthorized material found subsequent to the start of the examination will be regarded as evidence of intent to cheat whether or not you were found using it.**

**NB You are further instructed to bring as little as possible with you into the examination centre, as there is no space for the storage of books and large bags.**

5. You are hereby notified that no borrowing of equipment will be permitted during an examination. You are advised to come to each examination **FULLY** equipped with the tools needed for the particular examination.
6. The Attendance Slips distributed by the Invigilator must be completed, signed by you placed at the left hand corner of your desk to be collected by the Invigilator.
7. You must write your Candidate Number (or Registration number where applicable), very distinctly in the space provided at the top of each page of every answer book, supplementary answer book and separate sheets of paper all of which must be handed up. You may lose credit for any work, which does not have your Candidate Number clearly indicated.

**Follow the INSTRUCTIONS printed on the cover of the answer book.**

8. The use of scrap paper is not permitted; all rough work must be done in the answer books and crossed neatly through. Supplementary answer books, even if they contain only rough work, must be tied with the main answer book and handed in. All unused supplementary answer books must be returned to the Invigilator.
9. You will be allowed to leave the examination room at the end of the examination. **ONLY** after your answer book and supplementary answer books (used and unused) have been collected and the Invigilator instructs you to leave. In the interval between the collection of answer books and your dismissal you **MUST** remain seated and in silence.

10. You must **NOT** mutilate or remove from the Examination room, any paper (except the Question Paper unless otherwise stipulated) and other material supplied for the Examination.
11. Any breach of these instructions and/or general procedures regarding Examinations will be regarded as misconduct and will be subject to disciplinary action in accordance with the University's Amended Statute 25 – **Discipline**.

Statute 25: *Where it appears to the Principal and Vice-Chancellor that any student of the University has been guilty of misconduct, the Principal and Vice-Chancellor, after consultation with the Committee of Deans, may direct that:-*

- a) *the student shall not, during such period as may be specified in the direction, participate in such activities of the University or make use of such facilities of the University, as may be specified; **or***
- b) *the activities of the student shall, during such period as may be specified in the direction, be restricted in such manner as may be so specified; **or***
- c) *the student may be suspended from the University for such period as may be specified in the direction; **or***
- d) *the student may be expelled from the University.*

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**N.B** In extenuating circumstances, the Invigilator may exercise his/her discretion in the Application of regulations 1-9.

Examinations Division  
Office of the Registrar  
MAY, 2013