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# Examination Instructions to Candidates

**Category:** Academic
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**Contact Person:** Examination Arrangements Senior Co-ordinator, extn 6997

## Introduction

This document outlines the instructions to candidates for University of Canterbury examinations.

## Definitions

**University examinations** are administered twice per year by Records, Examinations & Graduation (REG). **Departmental tests** may be set at any time and are organised by course lecturers or co-ordinators unless they fall within the official University of Canterbury examination periods: in which case, they are administered by REG. College of Education courses which are aligned with the primary and secondary school holidays may have examinations outside the official examination period; any examinations within the official period are administered by REG. Postgraduate examinations (even if they fall within the official examination periods) may be administered by the department or by REG.

## Examination Instructions

1. All candidates must bring, to each examination, appropriate documentary evidence for the purpose of identification. While a Canterbury Card is preferable; other acceptable forms include passport, New Zealand drivers licence, verified printout from Student Services showing photo, name and Student ID number.

2. Candidates will not be permitted to enter the examination room later than forty-five minutes after the official start of the examination; and will not be permitted to leave the room during the first hour or final fifteen minutes of the examination. The Room Supervisor will announce when candidates may begin working on the examination, when only fifteen minutes remain, and when they must cease work.

3. Candidates may take pens, pencils and, where appropriate, drawing instruments into the examination. These must be held in the hand or in a small, clear plastic bag. Candidates must not take anything else (e.g. books, notes, tables, calculators, paper)

into the room unless the examiner has specifically authorised the material for that particular examination. If the examiner has authorised the use of calculators, these must be self-powered, without data storage facilities, noiseless and hand held. It is the candidate's responsibility to provide a suitable calculator and to have it checked prior to reporting for the examination should the examiner require it.

4. Candidates are encouraged not to bring their bags into the examination room. If there is a significant aftershock and the room is evacuated, they will not be permitted to take their bags with them. However, the following items may be taken to the candidate's desk during the 2013 examinations; Cell phone, wallet and/or keys which **must** be contained in a named, clear plastic ziplock bag. This is to be placed under the candidate's chair and must remain there during the duration of the exam session.

5. Candidates are not permitted to have a cell phone or any other electronic communication device on your person in an examination room. Cell phones must be switched off with the alarm disabled. If a cell phone emits any sound during an examination the owner shall be liable for a fine of up to $120. If a candidate is required to be contactable during the exam in case of an emergency, the cell phone may be left with the Examination Control Room Staff who will pass on any message received. Students should contact the Examination Arrangements Senior Coordinator for further details.

6. Other electronic communication devices (including, but not limited to: laptops, iPads, iPods, mp3 players, etc) brought into the room must be left with the personal belongings at the front of the room or with the Room Supervisor.

7. Cheating in examinations is considered an extremely serious offence which may lead to expulsion from the University. If a candidate has accidentally taken revision notes or other unauthorised material into the examination room, surrender them immediately to the Room Supervisor. Candidates must not look at other candidates' answers, and must not talk or communicate in any way with other candidates since this may lead to suspicion of copying.

8. On entering the exam room a candidate should take his/her seat and, fill in the attendance slip and answer book by entering his/her name, student ID number**,** seat number and the course code and title in the spaces provided.

9. Candidates should not start reading the examination questions or writing answers until the Room Supervisor announces that the examination has begun.

10. Answers must be written in English and in ink unless the question paper gives other instructions. Candidates may answer in Māori provided they have made prior arrangement with the Head of Department/School responsible for the examination.

11. Candidates must write clearly; illegible answers will not be marked.

12. Candidates should start a new page for each question and take care to identify each answer clearly with the number of the question and, where appropriate, the part they are answering. They should not copy out the question.



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13. Candidates must not tear any pages out of the answer book. Rough working may be done in the answer book and should be clearly crossed out before handing in the book. If required, require it, another booklet or extra paper may be requested. All extra sheets including rough working must be tied into the answer book at the end of the examination.

14. Once the Room Supervisor announces the end of the examination, candidates must not add anything more to their answers.

15. Candidates must hand in their answer books and question papers (if required) to the Room Supervisor before leaving the examination room. Failure to do so may result in a candidate's answers becoming invalid.

16. Candidates should not attempt to discuss any aspect of the examination with any of the examiners for the course before the results are published.

Any queries or complaints should be directed to:
The Examination Arrangements Senior Co-ordinator
Records, Examinations, Graduation and Scholarships
University of Canterbury
Private Bag 4800
Christchurch 8140
Barbara.albertson@canterbury.ac.nz

or to the University Grievance Advisor: complaints@canterbury.ac.nz.

## Related Policies, Procedures and Forms

- Aegrotat Consideration: Procedure
- Assessment: Examinations Procedures
- Assessment Policy
- Examinations: Procedures, Collection of Scripts, Return of Grades – Mid-Year
- Examinations: Procedures, Collection of Scripts, Return of Grades – End of Year
- Examinations: Preparation of Copy and Printing of Examination Papers – Mid-Year
- Examinations: Preparation of Copy and Printing of Examination Papers – End of Year
- General Course and Examination Regulations: Aegrotat Consideration
- General Course and Examination Regulations: Examiners and Assessors
- General Course and Examination Regulations: Formal Examinations
- General Course and Examination Regulations: Missed Examinations
- Interruptions of Tests: Guidelines
- Missed Examinations: Procedure for Applications for Special Pass
- Missing of Tests and other Assessment Deadlines Resulting from Involvement in Representative Sport or Cultural Groups: Guidelines



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| Version Control Table | | |
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| **Action** | **Approval Body** | **Date Amended** |
| Modification<br>*New section (3.) under Examination Instructions)* | Chair, Academic Board | 14 October, 2008 |
| Annual Review<br>*Cosmetic amendments* | Chair, Academic Board | 22 January, 2010 |
| Annual Review<br>*Cosmetic amendments* | Chair, Academic Board | 8 February. 2011 |
| Annual Review – amendments made | Chair, Academic Board | 29 February 2012 |
| Full Review | Chair, Academic Board | 4 March 2013 |



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