

# HARARE INSTITUTE OF TECHNOLOGY

## INSTRUCTIONS TO CANDIDATES

### 1. Introduction

Welcome and instruct candidates to take their seats quietly.

Once the candidates have entered the examination room, they must quickly find their seats and settle down quietly. All conversations or any other form of communication among candidates shall cease forthwith. During the course of the examination there shall be no communication of any nature whatsoever among candidates.

### 2. Reminder

2.1 Candidates are expected to be at their designated examination venues at least thirty (30) minutes before the scheduled commencement time of the particular examination. Candidates will not normally be admitted into examination room later than thirty minutes (30) after the commencement of an examination.

2.2. Any candidate who arrives late will not normally be given any additional time.

### 3. Instructions on Examinations

#### 3.1 Attendance Slips:

3.1.1 Please make sure you sit on your allocated seat as indicated by an attendance slip.

3.1.2 Each candidate is assigned a desk on which an attendance slip will be placed. The attendance slip indicate the candidate's individual name, surname, registration number, degree programme, paper code and the paper title. Each candidate must sign and write the date on the attendance slip. These slips will be collected by Invigilators during the course of the examinations.

#### 3.2 Student Identity Card

Candidates should place their **valid** student identification cards on their desks for checking by Invigilators.

### **3.3 Examination Answer Scripts**

- 3.3.1 Candidates must fill in their student registration number on the top of their examination answer scripts and comply with the instructions listed on the front cover of the examination scripts. **Candidates must not write their names on the examination scripts.**
- 3.3.2 Rough work **must** be done in the examination answer script and then be crossed out. No pages **must** be removed from the examination answer scripts.

### **3.4 Unauthorised material**

Possession of unauthorized examinations related materials by candidates during the examinations is a serious act of misconduct. Unauthorized materials include notes, textbooks, computers of any sort, electronic or radio communication or recording devices, cellphones, cameras, etc. Candidates **must not** bring into the examination room any of these unauthorized examinations related materials.

**3.5** Candidates are not allowed to eat, drink or smoke during the Examination.

**3.6** If you require any additional material, seek assistance from your Invigilators.

**3.7** Any additional examinations material provided remains the property of the Institute and should be returned at the end of the Examinations Session.

**3.8** No candidate shall assist or attempt to assist another candidate, or obtain help, or attempt to obtain help from another candidate with regard to any information during the course of the examination.

### **3.9 Leaving the examination room**

- 3.9.1 Any candidate who wishes to leave the examination room must do so only with the permission of the Chief Invigilator/Invigilator in Charge. Any candidate who leaves the examination room without permission **may not be allowed** to re-enter the examination room and may be disqualified from continuing with the examination.
- 3.9.2 Normally, no candidate may be allowed to leave the examination room during the first thirty (30) minutes of the examination or during the last ten (10) minutes of the examination.
- 3.9.3 At the end of the Examination Session all candidates must remain seated until all answer scripts have been collected.
- 3.9.4 Candidates **must sign** on the attendance register as proof that they have submitted their answer script to the Invigilator.