

IMPORTANT INFORMATION TO ALL STUDENTS WRITING EXAMINATIONS

We would like to highlight a few important examination matters for the upcoming examinations.

Please see these as an effort by the University to assist you in completing a successful examination. **For the Port Elizabeth Campuses all examinations will be written at the Nelson Mandela Bay Stadium except for Faculty administered examinations. Please make sure that you arrive at the Stadium at least 2 hours before the start of the examination. Every student will be required to present a student card before access into the stadium is permitted. For the George Campus students, examinations will be written at the George Campus.**

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1. EXAMINATION ADMISSION

You need to be currently registered for a module before you are allowed to write the examination. No deviation from this rule will be allowed.

Please check your Class Mark (DP) and Examination Admission Status for the modules that you are registered for as soon as available. Please sort out any problems with your registration or Class Mark (DP) well before examinations commence.

2. IDENTIFICATION DURING EXAMINATIONS

ONLY the following forms of identification will be accepted:

- i) Valid Student Cards.
- ii) If you forget or have lost your Student Card on the day of the examination, you must obtain a duplicate student card from the Mobile Station at the Stadium for Port Elizabeth Campuses students OR Academic Administration Front Office for George Campus students **on submission of your Driver's License or ID document or passport (international students only).**

- iii) BOTH the proof of registration and your ID document/driver's license or passport (international students) must be displayed on your desk in the examination venue.

Please note that only the original documents will be accepted (NOT copies of your ID, passport or driver's license). Further note that only RECENT proof of registration printed on an NMMU letterhead or at a kiosk will be accepted.

3. CCTV SURVEILLANCE IN EXAMINATION VENUES

Please be advised that there are CCTV cameras in the examination venues.

Please note that the footage may be used as evidence against any person found to be in contravention of Examination Rules.

4. USE OF ELECTRONIC EQUIPMENT DURING THE EXAMINATIONS

Only authorized electronic equipment (such as indicated on the cover page of the examination paper) is allowed for use in examination venues.

Cell phones, MP3 players, electronic translators etc. are therefore not allowed to be used by you during examinations.

If you normally use your cell phone to read the time, please find an alternative authorized way to do so, or request the invigilator to announce or write the time on the board.

5. ENTRY AND EXIT OF EXAMINATION VENUES (FOR PE CAMPUSES)

Students must be at the examinations venue at least **2 hours** before the examination session commences for students writing at the Stadium. Please do not enter the examination venue until the Chief Invigilator has given the instruction to do so.

There will be very **strict security control** in place. This means:

- a. Shuttle pick up points will be operational for students in residence and accredited off campus residences. Shuttle pick up and return arrangements will be communicated in a separate email.
- b. Students not using the NMMU shuttle service must be dropped/park in the area beyond the Stadium. No parking for students will be allowed in the Stadium itself. Students must make their way down Milner Road towards the Lake. Access to the Stadium is via the Lakeside access point – please note this is not a major Stadium entrance but has been specifically established for NMMU students (see attached map with the GPS coordinates. The green arrow on the map is where you need to start the security procedure).
- c. As per the Stadium rules, please do not carry sharp objects (e.g., scissors, umbrellas) or glass bottles in your cases/bags/backpacks.
- d. Being a green building, there is strictly no smoking permitted in the Stadium itself (this includes corridors, passages, toilets, sitting in the stands etc. Those who want to smoke can only do so outside the building.

For security reasons, no students will be permitted to leave the venue until the end of the examination. Students will be expected to all leave at the same time at the end of each examination.

6. WHICH VENUE MUST I REPORT TO

If multiple venues are linked to a particular module code, please ensure that you carefully check the lists displayed at the entrance of the venue on the day of the exam (where applicable).

Please note that your personal examination timetable which you can check on the Student Portal will also indicate in which venue you will be writing.

You may also request any Examinations Officer to check in advance to which venue your student number has been linked for the particular examination.

7. WHEN CAN I LOOK FOR MY EXAMINATION RESULTS

Examination results for the November/December 2016 examinations period will only be released by electronic means on **21 December 2016**.

Please remember to update your cell phone number on the ITS Student iEnabler well in advance.

8. WHERE CAN I FIND MY EXAMINATION RESULTS

Examination results can be obtained from the following places:

- i) NMMU website
- ii) Student Portal
- iii) ITS Student iEnabler
- iv) SMS – please ensure that your cell number is correct on the student database

Please note that:

Official examination result will NOT be posted on any of the University Notice Boards.

Official examination result letters are no longer posted to students. Should you require a hard copy to submit to your employer with a leave application, you may request it from any examination officer at no cost to you.

Examination results will NOT be available telephonically from any of the Examinations Section telephone numbers.

It is your own responsibility to obtain your examination results, especially to ascertain if a special or re-examination has been awarded to you.

9. WHEN WILL SPECIAL AND RE-EXAMINATIONS BE WRITTEN

Re-examinations qualified for in November/December 2016 will be written from **9 – 24 January 2017**.

Re-examinations/special examinations qualified for during January will be written from **9 – 17 February 2017**.

Your attention is further drawn to Rule G1.6.19.4 in the General Prospectus, which reads as follows:

“The onus is on the candidate to ascertain whether he/she qualifies for a re- examination/special examination/extraordinary examination and the time and place of such an examination. A student who

interprets the notification of the re-examination/special examination/extraordinary examination incorrectly cannot claim another opportunity to be examined.”

10. SPECIAL EXAMINATION APPLICATIONS

Application forms for special examinations (illness or other special circumstances) are obtainable from the Student Portal and must be e-mailed to the Examinations Office only, preferably before date of the examination, but no later than three days after the examination in question. Students who fail to apply within this period or who do not report for a special examination forfeit the opportunity of writing a special examination. Separate applications must be submitted for each module. Students who have opted to write examinations in January 2017 or could not write in November/December 2016 for whatever reason do not need to apply for special examinations.

Documentary evidence must be attached to the application form. In the case of medical certificates they must clearly indicate the nature of the illness and confirm that the student was unfit to prepare and sit for the examination(s) on the day(s) of the examination(s) in question.

11. VIEWING AND RE-MARKING OF EXAMINATION SCRIPTS

Appointments to view examination scripts must be made at least 48 hours in advance. The process of viewing and applications for re-marking of examination scripts will only commence after the January examination period and students will be notified of the dates.

Examination conditions apply to viewing of examination scripts.

Application forms for re-marking of examination scripts are available on the Student Port (Exam related stuff) and at the Examinations Offices. Proof of payment of the re-marking fee must be submitted together with the application form.

Students will be informed individually by an examinations officer about the outcome of the application(s) as soon as the re-marking results are available.

EXAMINATIONS OFFICE

PS: Should you have any questions please consult the Examination Rules in the General Prospectus (also available on the Student Portal) or mail exams@nmmu.ac.za.

**GOOD LUCK WITH
YOUR EXAMINATIONS**