



BOTSWANA UNIVERSITY OF AGRICULTURE AND NATURAL RESOURCES

EXAMINATION REGULATIONS, PROCEDURES AND ARRANGEMENTS



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Examination Regulations, Procedures and Arrangements

Information for Examination Candidates

This document explains the examination regulations, procedures and arrangements for the examinations. Please read it carefully and do what you are asked. Keep this document for reference in the future. Refer to the Examination Regulations in the University prospectus as you read this document. Ask the Examinations Office if you have any questions.

1. Before Examination

1.1 Examination Timetable

The main Examinations are held at the end of each semester. It is the responsibility of every student to ascertain the date, time, place and requirements of each of your examinations. **Note:** Losing, misreading or misunderstanding the examination timetable are not acceptable reasons for late arrival or absence of a candidate for an examination. **If you misread or misunderstand the examination timetable and miss a paper, you cannot take it at any other time.**

1.2 Times of Examination

Examinations shall normally be of two or three hours duration. It is your responsibility to know in advance the time of each of your examinations.

1.3 Examination

The venue of each examination will be specified in the examination timetable. It is your responsibility to know the examination rooms in advance.

1.4 Candidate Examination Numbers

You must write your Student Identity Number on the cover of your answer book and any other materials used. Make sure that you write your student ID number on the examination materials clearly and correctly. **You must not write your name on the examinations answer books and ancillary materials.** Examiners must mark examination answers without knowledge of the candidate's name. **You must produce a valid student identity (ID) card to be allowed to sit for each examination.**



1.5 Time of Arrival for an Examination

You should arrive at the appropriate examination room at least 20 minutes before the examination is due to begin.

1.6 Materials allowed for an Examination

1.6.1 **Essential Items:** Ball-point pens or pen and ink (blue or black), and any other additional or special materials required for certain examinations. You must thoroughly check and remove all unauthorized materials from such permitted materials before taking a seating.

1.6.2 **Optional Items:** Pencils, a ruler, drawing instruments, rubber/eraser, Tipp-ex or any other correction fluid, pencil sharpener, stapler and staples, paper clips.

1.6.3 **Additional Items:** Authorised calculator if required (a calculator other than as specified in **1.8** below will be deemed to be a prohibited item); Unannotated course or other materials, e.g. books, tables, dictionaries where required. You will be notified of these by the Examiners or Invigilators in advance.

1.7 Materials Provided to each Candidate

The examination question papers, answer books, and other materials required are placed on desks before candidates are admitted to the examination room. Some examination materials and stationery if required will be issued to candidates on request. Candidates must not remove any of these items used or unused, from the examination room or bring any into it.

1.8 Calculators

If the use of calculators is required or permitted in an examination the following conditions apply:

- They must be portable, silent, battery-powered, non-printing and non-programmable (i.e. have numerical display only but not capable of storing or displaying text, words or equations/formulas apart from the standard scientific functions built into the calculator).
- It is your responsibility to bring a calculator to the examination and to ensure that it works properly; and to bring spare batteries just in case. The University shall not provide spare calculators and batteries for use by candidates who do not have one of their own or in the event of breakdown/failure.
- **Instruction manuals and detachable calculator cases are not permitted in the examination room.**
- **No candidate may share or borrow another candidate's calculator**



- No help or advice may be sought or given on the use or repair of a calculator during the examination.
- **Where the use of a calculator is allowed the make and model number of calculator used in the examination must be entered in the examination answer book.**
- Invigilators will conduct random checks on calculators to ensure their acceptability.

1.9 Prohibited Materials

You must not have any of the following items in the examination room. Possession of any one of them will constitute examination misconduct under **2.12** below.

- Laptop computers, portable telephones (**e.g. cellular phones**) and radios, stereos, radio pagers, alarmed watches and any other distracting mechanical or electronic communication devices.
- Calculators unless specified otherwise in the examination paper.
- Instruction manuals for calculators and detachable calculator cases.
- All course materials and dictionaries, unless specified otherwise in the examination paper.
- Anything not listed as essential or optional or permissible items in 1.6 above.
- Permitted materials containing unauthorized annotation.
- Course material written on permitted materials or on any part of the candidate's body, clothes, etc.
- Clothes not being worn.
- Pencil bags/boxes/cases and mathematical instruments containers, etc.

You must leave all unauthorized material such as textbooks, notebooks, notes, loose sheets or paper, tables, data sheet, written materials, etc. with any bags, coats, briefcases, etc. outside the examination room. **YOU MUST NOT HAVE ANY OF THESE IN YOUR POSSESSION OR NEAR YOUR SEAT DURING AN EXAMINATION.** The University cannot accept liability for the use, misuse, damage or loss of personal property which a candidate may bring to an examination. If you forget any personal property on desks or elsewhere in the exam room you may enquire from the Examinations Office.

1.10 Special Arrangements

1.10.1 Hospitalised Candidates (or Candidates otherwise confined)



Where a candidate is prevented by sickness or disability to sit an examination in the scheduled examination room, special arrangements may be made, if feasible, for the candidate to take the examination in a hospital in which they may be temporarily confined.

If you are ill or have a temporary disability which you believe may necessitate special examination arrangements you should notify the Examinations Office immediately. Approval of the request will depend on the availability of a suitable room, an invigilator and your fitness to sit the examination.

1.10.2 **Religious Obligations**

Some written examinations will be held *Saturdays* and *Sundays* where this is unavoidable. Under an existing adhoc arrangement, candidates unable (for religious reasons) to write examinations at the scheduled may apply to have their examination time re-timetabled.

Candidates must notify the Examinations Office in writing before the date on which the examination will be held and present evidence concerning the religious obligations involved. The evidence will be a certificate from the student's minister of religion confirming that the student is an observing member of the minister's congregation and that the student's religious beliefs prevent him/her from taking an examination on the day in question.

2. **During the Examination**

2.1 **Silence**

You must not talk to another candidate while in the examination room. Silence is expected when you enter, are in or leave the examination room; requests or queries must be made as quietly as possible. You must raise your hand to attract the attention of the Invigilators.

2.2 **Admission to the Examination Room**

Candidates will normally be admitted to the examination room 20 minutes before the examination is scheduled to start, allowing them enough time to find their seats on which will already be placed the question paper, answer book and any other materials. From the time the candidates take their seats to reading time, read the instructions on the cover of the answer book, and receive from the supervisor any instructions and announcements as may be necessary for the smooth running of the examination. **Do not read the contents inside the question paper until you are told to do so.**

2.3 **Examination Reading Time**



Reading time will be 10 minutes before the exam starts. You must open the examination paper to read instructions and questions **only** when instructed to do so by the Invigilator.

You must not make notes or commence writing during this period. No candidate may leave the room during this time.

2.4 Queries and Question Papers

It is your responsibility to ensure that you have received the correct examination paper. You must check that the examination questions are clear and complete and no pages are missing, and report to the Invigilator any irregularities in the paper.

You may ask about alleged ambiguities in the question paper but not the meaning or interpretation of examination questions. In such cases, you should continue reading or writing the next question while assistance is sought from the Examiner or Department responsible.

2.5 Starting the Examination

You must commence writing only when instructed to do so by a Supervisor.

2.6 Rough Work

Use of scrap or scribbling paper is prohibited; you must do all rough work in the same examination answer book as the answers, and clearly cross it out.

2.7 Conduct During the Examinations

- You must not rearrange the order of seats or move examination materials.
- You must write all answers in the answer book(s) or other examination stationery provided.
- You must write your answers in **INK**.
- You must raise your hand if you need another answer book, are unwell, wish to go to the toilet, need a glass of water, have a query concerning the question paper or disturbing incidents and conditions in the room, etc. you must not leave your seat without permission.
- You must not communicate in any way with, seek assistance from, or give assistance to, other candidates in the examination room.
- You must not converse with the Examiner except when raising a query on the question paper.



- You must not share or exchange or share with or pass to another candidate items such as calculators, rulers, erasers, correcting fluid, pens, etc. All enquiries must be addressed to the Invigilator.
- You must answer the required number of questions and not more.
- You must not copy from another candidate.
- You must not impersonate someone or allow yourself to be impersonated.
- You must not tear off pages of the answer books or remove any answer books and other answer sheets, both used and unused, from an examination room. If you remove your examination script from the examination room, whether intentionally or not, you will receive no marks for the examination concerned. The examination script concerned will not be accepted for marking.
- **You are not permitted to smoke** or eat in an examination room or to leave the examination room to smoke or eat.
- If you are ready to leave an examination room while other candidates are still writing and have received permission from an Invigilator you must do so expeditiously and quietly, and with the minimum of disturbance to other candidates.
- You must refrain from any behavior which might disturb other candidates during an examination.
- It is your responsibility to ensure that all your answers are clearly legible.
- It is your responsibility to ensure that you hand your answer book (s) to the Invigilator before you leave the examination room.
- You must not submit work which is frivolous, abusive or otherwise offensive.

2.8 Late Arrival

You will be admitted to the examination during the first 60 minutes after the starting time of an examination (writing time). Candidates who arrive late are not given extra time for reading the question paper or writing the examination. You will not be admitted to the room if you arrive more than first 60 minutes after the examination has begun.

2.9 Temporary Absence from the Examination Room

You shall not be allowed to leave the examination room, except in an emergency, during reading time and the first one hour or last 10 minutes of an examination. After the first one



hour and before the last fifteen minutes, you may leave the examination room temporarily, provided that:

- You do not take with you a question paper, answer book (s) or any other examination material.
- You are accompanied by an Invigilator or an examination officer/assistant.
- You do not have access to any books, notes, or other materials, or to other candidates outside the examination room.

Permission to leave the room at any time must be requested from an Invigilator.

2.10 Finishing an examination Early

If you complete the examination or such part of it as you feel capable of attempting you may be allowed to leave the examination room early (but not in first one hour or last ten minutes of the examination). You must assemble any loose materials on which you have written or drawn during the examination and insert them in the answer book. Make sure that the answer book (s) and ancillary materials, with cover (s) completed, have been collected by an Invigilator before leaving the room; after this you will not be readmitted to the room.

2.11 Illness During the Examination

If you fall ill at any time during an examination you must inform an Invigilator. You will be escorted outside the room by an Invigilator or responsible member of staff, and kept under constant supervision. Your question paper, answer book (s) and other examination materials must be left on the desk and you will not be allowed contact with other candidates outside the examination room. Appropriate action will be taken depending on your health at that time.

If you are ready to continue the examination you will be allowed to return to the examination but you will not be allowed extra time to compensate for temporary absence. Details of the case will be recorded in the Supervisor' Report and reported to the Board of Examiners.

If you are unwell, and you complete the examination, you will be deemed to have taken the examination. You may inform the Examiner in writing of circumstances which may have adversely affected performance in the examination, and enclose a medical certificate or other written supporting evidence.

If you cannot continue with the examination the Invigilator will collect your examination script. Details of the case (including the time of departure) will be reported to the Departmental Board for a recommendation. You must proceed directly to seek medical attention for your illness/condition, if not, you must provide acceptable reasons why you were



unable to do so. You must submit a medical certificate or other written evidence to the Dean of Faculty.

If the evidence is acceptable, you may be allowed to re-sit course.

Illness or disability will not be considered if a student is ill or unfit to take an examination as a result of having taken drugs of any kind except on the advice of a medical practitioner; or there is evidence that a student made no reasonable effort to report to his/her doctor, or to take advice or get treatment to prevent a recurrence of the illness or overcome the disability.

2.12 Examination Misconduct

Any form of misconduct is considered a serious offence. The following behavior by candidates will be considered to be examination misconduct:

- Taking into the examination room, or possessing, or using whilst in that room any of the unauthorised written or printed documents, materials, articles or devices and instruments referred to on **1.9** above. Misconduct is presumed from the fact of possession unless an innocent explanation is obvious or is established by the candidate.
- Helping or attempting to help another candidate, or obtaining or attempting to obtain help from another candidate. Misconduct is presumed from the fact of communication unless an innocent explanation is obvious or is established by the candidate.
- Consulting or trying to consult, during the examination, any books, notes or other materials, or another candidate while temporarily outside the examination room.
- Impersonating another candidate or allowing oneself to be impersonated.
- Attempting to influence the Examiner or other University official.
- Failing to obey or comply with any of the examination regulations, or instructions of the supervisor/invigilator acting within the scope of their authority.
- Conduct in the examination room which constitutes a serious breach of the published rules and regulations of the University.

Any unauthorised material found in a candidate's possession will be confiscated and the incident reported. A candidate suspected of misconduct will normally be allowed to complete the examination unless he/she becomes aggressive or unacceptably rude.

All cases of misconduct or suspected misconduct will be reported. The case will be investigated in line with the academic disciplinary procedure and other penalties may be



imposed later. In the meantime the examination script shall be marked but marks not confirmed pending investigation and decision on the cases.

A candidate who is guilty of misconduct will be liable to such penalties as the University will determine. These include refusal of credit in any of the courses or examination (s) taken, withholding results, suspension or dismissal from the University.

3 At the end of an Examination

3.1 Ten Minutes before the end of the Examination

You may not leave the examination room in the last ten minutes of the end of an examination, so as not to disturb candidates who are still writing. If you complete your work during this period, remain quietly seated until you are told to leave the room at the end of the examination.

3.2 End of Examination

You must immediately stop writing answers or adding anything to the answers and remain quietly seated when the supervisor announces the end of the examination. You may only complete the front and inside back covers of answer book (s) and write your examination candidate paper code on separate answer sheets after time is called. You must insert additional answer book (s) and separate answer sheets in the answer book in the right order. Make sure that your answer book and ancillary materials, with cover (s) completed, have been collected by an invigilator, and you may then leave only when told to do so by the Supervisor.

Do not take any examination materials, both used and unused, from the examination room, except a non-returnable examination question paper and any items that you brought with you.

4 Absence from an Examination

If you fail to attend a scheduled examination you must immediately notify the Dean of the Faculty in writing, before the date on which the examination is held if possible, and not later than 14 calendar days after the examination you have missed. The letter must give full details of the reason(s) for absence from the examination and shall be accompanied by a valid medical certificate or other written evidence.

If you do not provide reasons and evidence for your absence from an examination you will be deemed to have failed the examination missed.

If the reasons and evidence you provide for your absence from an examination are not judged acceptable, you will be deemed to have taken the examination and to have failed it.

If the reasons and evidence you provide for absence from an examination are deemed acceptable, you will normally be allowed a deferred/special examination.



It is the candidate's responsibility to ensure that any supporting medical or other evidence is received by the Dean of the Faculty and that information reaches the University by the appropriate date. Cases not supported by documentary evidence will not be considered. Reports received after the 14-day deadline cannot normally be considered unless the candidate can produce evidence to show why he/she could not inform the University at the time

Fabrication and falsification of information/evidence constitutes serious misconduct for which a candidate may incur further penalties.

5 **Student Debtors**

Results and official academic transcripts of any student or former student who fails to settle outstanding fees and charges will be withheld until all fees have been paid. A student will not be entitled to graduate or to receive the award certificate until all fees have been paid.

You must check your fee account for any outstanding fees and charges, and settle them before you leave. Various charges for breakage, lost or unreturned books, equipment or other items may be debited to fee accounts if not settled in cash by the student.

6 **Publication and Notification of Results**

Results (**excepting those which have been withheld**) are expected to be published as per the dates given on the academic calendar. Results will be posted on Notice Boards in the University and Website.

Course results slips (**excepting those which have been withheld**) will be collected by individual students as per the dates indicated at the time of release of results. Results cannot be given over the telephone, nor can the University be held responsible for incorrect results given over the telephone.

Errors and omissions in the results slip must immediately be notified to the Assistant Manager (Academic Services). **The course result slip is for your personal information; it should not be used in place of your official academic transcript.**

7 **Queries and Appeals**

For all queries received, the marks will be checked for errors and omissions, and a correction made where necessary.



However, if you believe that you have evidence or believe that evidence exists to show that your course mark(s) and/or result(s) are incorrect, you should appeal following the Academic Appeals Procedure as outlined in the University Prospectus.

Examination appeals must state clearly the grounds for appeal and should include all relevant information. Appeals should be based upon exceptional or extenuating circumstances and/or other pertinent information not previously available or considered, with reasons for the delay in reporting the circumstances/information. The burden of proof is on the student, except in cases of alleged examination misconduct, where the supervisor/invigilator must support the allegation.