

# **BELVEDERE TECHNICAL TEACHERS COLLEGE**

## **EXAMINATION REGULATIONS FOR CANDIDATES**

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1. It is the responsibility of each candidate to ensure that he / she knows the examination timetable and the writing venues once these have been publicised.
2. Each candidate should avoid taking any fluid, drug or food prior to the examination that may foreseeably make him / her unable to sit in the examination or make him / her want to leave the examination room before the end of the examination.
3. Candidates may not bring into the examination room any written or otherwise recorded material not authorised by the subject area whose paper they are sitting.
4. Candidates may not consult or use any written or otherwise recorded material in the examination room other than material authorised by the examiner.
5. Candidates may not offer any manner of assistance – including passing information to other Candidates without the authority of the invigilator.
6. Candidates should arrive in the examination room **15 (fifteen) minutes before the start of the examination.**
7. Candidates may not leave the examination room within the first thirty (30) minutes of the start of the examination.
8. Candidates may not leave the examination room during the last thirty (30) minutes of any examination.
9. A candidate may not be allowed to enter the examination room after thirty (30) minutes from the start of the examination. Any late comers i.e. before 30minutes into the examination will not be given any extra time for the examination.

10. Candidates are not permitted to leave the Examination hall during the examination time for any purpose. They can leave after handing over the answer sheet.
11. **No Cell Phones, Programmable calculators and I pods are allowed in the Examination Hall. If any candidate is found with Cell Phone, it will be confiscated. Candidate must write a report afterwards.**
12. Use of electronic devices such as hearing aids must be brought to the attention of the invigilator.
13. A candidate who fails to attend an examination will not be offered an alternative paper to write during that examining period.
14. A candidate will draw the invigilator's attention by raising a hand. Clapping, hissing, stamping etc will not be permitted.
15. Candidates should sit in the order pre-determined by the subject examiner.
16. Any infringement of these rules may lead to disqualification from the examination or disqualification plus other penalties.
17. ***The final interpretation of this document lies with the College Academic Board.***