

Rules of Conduct for Examinations

1. It is the responsibility of each student to know and comply with the University's Student Code of Conduct and to know the University's Examination Guidelines and Procedures, as outlined in the *Student Manual*.
2. Examination conditions are in effect from the time the first examinee enters the venue until the last examinee has left.
3. A valid SGU Student ID needs to be presented and checked upon entry to the examination room. The ID must be placed out in the open on the student's desk.
4. Only the candidates concerned and those supervising the examination will be allowed into the examination room during an examination.
5. Students are expected to be at the examination room at least thirty (30) minutes before the start of the examination.
6. No study material, including notes and books, must be in the student's possession once they have entered the examination venue.
7. The exam supervisor, (including Proctors), has the authority to assign seats to students.
8. No hats, bags, mobile phones, tablets/laptops, or other smart technology devices, including smart watches or smart devices are permitted inside the examination venue. If the supervisor is unable to tell whether a non-smart watch or time piece is wireless or Bluetooth capable, students will be asked to place these in their bags.
9. Students shall not communicate in any manner whatever during the examination.
10. Students who use or view any unauthorized material or device or assist or obtain assistance from other students or any unauthorized source, during the examination, are liable to academic penalties under the University's Student Code of Conduct and Examination Guidelines and Procedures.
11. Students may not leave the examination room unescorted for any reason and those wishing to use the bathroom, may be asked to empty their pockets.
12. In general, students will not be allowed to exit the venue during the first thirty (30) minutes of the examination.
13. After the first student has completed the examination, late arrivals will not be allowed to start the examination and will be considered to have failed to appear for the exam. An exception can be made by the presiding supervisor, who will set the conditions for such an exception.
14. At the conclusion of an examination, all writing must cease. Students who fail to observe this requirement may have their papers seized and be subject to a penalty.
15. At the end of an examination, students shall remain seated at their desks, until all examination materials have been collected.
16. Examination papers or other material issued for the examination, shall not be removed from the examination room.