

UNIVERSITY OF MAURITIUS
REGISTRAR'S OFFICE

NOTES TO STUDENTS

1. Before Examinations

- (a) Requests from students, suffering from temporary physical disability or otherwise, for additional time during examination, should be lodged in writing to the Dean of Faculty/Director of Centre, who will submit same for consideration and approval to the relevant Faculty/Centre Board (*for extra time recommended by Medical Officer/Medical Board being less than 25%*) provided such requests are supported by valid Medical Certificates. Such requests should be submitted normally at latest two (2) weeks prior to the start of examinations.

If additional time recommended for examination for temporary disability by a Medical Officer is greater than 25%, the matter will be referred to the Registrar, who will give a ruling after consultation with a Medical Officer and either the relevant Dean of Faculty or Head of Department or representative.

- (b) Students wearing a face veil during examinations will inform the Administrative Officer of their respective Faculty/Centre Examination Section at least two (2) weeks prior to the start of examinations.

The Administrative Officer will make necessary arrangements for a lady Invigilator to be available for the purpose of allowing Invigilators to take attendance of students during examinations.

- (c) Examination time-tables will be placed on the Faculty/Centre Notice Boards, e-mailed to the students and posted on the University Website **two (2) weeks** before the start of examinations.
- (d) Students shall be responsible for noting correctly the times and places of their examinations. No special arrangements shall be made for students who fail to attend an examination at the proper time, if such failure is due to their mistake or inadvertence and not to illness or other serious and avoidable cause.

2. During Examinations

- (a) Students shall produce their Student Identity Card at any time if required to do so by an Invigilator inside the examination rooms. In case a student has forgotten his/her ID card he/she will be requested to fill the official form available and the Invigilators will record same in the *Examination Conduct Report*.
- (b) Personal effects such as handbags/briefcases/sundry items should be deposited, entirely at student's own risk, in the area(s) designated by the Invigilator(s).
- (c) Only transparent pencil cases will be allowed inside the examination room.

- (d) Students shall be admitted to the examination room in sufficient time to enable them to take their seats and secure the examination papers before the beginning of the examination.
- (e) Students must ensure that they
- write the correct and proper ID number on their Examination Answer Book(s).
 - tick the check box** on the **cover page** of the **Examination Answer Book** which confirms that he/she has read the University of Mauritius Regulations and that there are no unauthorised materials or information or any other communication/electronic devices (such as smart watch and mobile phone) in his/her possession at this examination session.
- and verify same prior to submission.
- (f) Except in an emergency, a student may **not** leave the examination room **within the first half hour of the examination.**
- (g) Students should not leave the examination room during the examination **in any case** without seeking permission from the Invigilators.
- (h) A student who arrives at an examination room after **the examination** has begun shall be **admitted provided no other student** for the same examination **has left the room.** If another student for the same examination has already left the room the late-comer shall not be admitted.
- (i) A student who is admitted to an examination after the official starting time thereof shall **not** be granted any additional time in which to complete the examination.
- (j) **No book or paper of any kind** may be taken into the examination room unless it has been duly authorised by the Examiners for use in the examination room. **Unauthorised materials** or information must **not** be **introduced** into the examination room by any means whatsoever.

In case a student has inadvertently brought any unauthorised material(s), same should be immediately handed over to the Invigilator(s).

- (k) **No mobile phones or any other communication/electronic device** (including smart watches and excluding authorised devices such as hearing aids for physically disabled students) should be brought inside the examination rooms.

Mobile phones or any other communication/electronic device brought inside examination rooms will be reported for breach of examination Regulations and will be temporarily seized; details pertaining to same will be noted by the Invigilators and the mobile phones or any other communication/electronic device will be returned to the student after the examination concerned.

In case a student has inadvertently brought any mobile phones or any other communication/electronic device, same should be immediately handed over to the Invigilator(s).

The contents of the mobile/ device will not be viewed and there will not be other options of assessing. No further investigation will be done to determine the intention to cheat or assess the degree of the breach, for instance, whether the device contained materials to cheat.

- (l) Eating is not allowed in the examination rooms.
- (m) Students are **forbidden to communicate** with anyone except an Invigilator during the examinations.
- (n) Answers to questions must be written legibly in **blue** or **black** ink.
- (o) Students should only write on paper provided by Invigilators during examinations, and **not** on body parts, table, ruler, rubber, and any other surface(s).
- (p) If the use of calculators in an examination is authorised, such calculators shall be silent.

Calculators with facilities for storing and retrieving text, graphical calculators, personal organisers, dictionaries, thesauruses, language translators, computers and smart watches and other devices capable of communicating directly with other similar devices are **not permitted** in examinations.

Any student found using an unauthorised device in an examination will be reported for breach of examination Regulations. The device(s) will be immediately confiscated and the University will be under no obligation to issue the student with a replacement device for the remainder of the examination.

- (q) Students having **temporarily** left the examination room during the official examination time and found in breach of examination regulations will be liable to Disciplinary action.
- (r) Students shall at no point in time:
 - copy or try to copy from unauthorised materials introduced/ the work of another student; and
 - assist another student to copy. 2

General Clause

The above list is not exhaustive and any examination irregularity taking other form(s) will be reported for Disciplinary action.

3. After Examinations

No answer book or supplementary sheet (used or unused) shall be taken out of the examination room.

4. **Non-compliance** to UoM Regulations may entail Disciplinary measures, whereby penalties imposed may lead to suspension or even expulsion from the University, depending on the gravity of the offence.

5. Absence from Examinations

- (a) If a student is absent from examinations without compelling reasons, s/he shall be deemed to have failed her/his examinations.
- (b) If a student is absent from examinations due to ill health, s/he shall submit a valid Medical Certificate (from registered Public/Private Medical Practitioner) to the Dean's/ Director's Office within 3 working days (excluding Saturdays, Sundays and Public Holidays) from the date of the examinations. Grade N will be awarded and the student will be allowed to retake the module as and when next offered.
- (c) If a student is absent from examinations but provides evidence of extenuating circumstance (other than on grounds of ill health) acceptable to the Board of Examiners and Faculty/Centre Board, s/he may be recommended for award of an Incomplete Grade in the module concerned, subject to approval by Examination Results Committee and Senate, as applicable. It is up to the discretion of the Board of Examiners/Faculty/Centre Board to determine the validity of the extenuating circumstance (other than on grounds of ill health).
- (d) If a student falls ill during an examination and does not submit her/his script, s/he is deemed to have failed the examination unless recommended otherwise by the Board of Examiners and Faculty/Centre Board and approved by Examination Results Committee and Senate, as applicable.
- (e) If a student has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause as constituting sufficient reason for being absent from the examinations, Examination Results Committee and Senate, as applicable, may, on the recommendation of Board of Examiners and Faculty/Centre Board, permit the student to retake whole or part of the examinations with the next cohort of students. Modules not examined in the meantime will be awarded the appropriate Grade as per UoM Regulations.
- (f) Students who request absence from examinations for reasons of childbirth, must apply beforehand, providing a Medical Certificate indicating the expected date of delivery. A Medical Certificate stating the actual date of delivery should be eventually submitted to the Dean's/Director's Office within two weeks of the delivery.