



## **UCC ONLINE EXAMINATION RULES**

- 1) Candidates are required to be appropriately attired while the examination is in progress.
- 2) Candidates are not allowed to wear head gear– including but not limited to hats, tams, caps or scarves while the examination is in progress.
- 3) Candidates are required to enable their camera, and perform a 360-degree sweep of the room when instructed to do so.
- 4) Non-Programmable Scientific Calculator and **two (2) sheets blank paper** are allowed where specified.
- 5) No other individuals are allowed to enter or be present in the room while the exam is in progress.
- 6) Candidates are not allowed to communicate with any other individual during the examination.
- 7) Students should not attempt to remove themselves from the work station or otherwise focus their attention elsewhere; this will be interpreted as an attempt to cheat.
- 8) Candidates are advised that they will not be permitted to leave the room or take restroom breaks after being checked and admitted by the invigilator on duty.
- 9) No extra examination time will be allowed for late start or for any other reason.
- 10) Candidates are not permitted to submit their work before one (1) hour after the start of the exam.
- 11) If a student wishes to obtain the invigilator’s attention, he/she should raise his/her hand.
- 12) **The Invigilator cannot give students any help in interpreting any questions.**
- 13) Any examinee found to have unauthorized materials in his/her possession, during the examination, **(whether they are used or not), will be reported to the Examination Manager. The penalty can be disqualification from the course if it is clear that cheating has taken place or is likely to take place.**  
**N.B. Cellular phones are unauthorized.**
- 14) Cellular Phones and other mobile devices must be turned off while the examination is in progress. NB. Smart Watches and Smart Rings are not allowed. If the electronic device rings, alarms, beeps, vibrates or makes any sound during the examination, the student will be penalized for having unauthorized material in the examination.
- 15) **Candidates are not allowed to conduct web based searches, consult text books, written notes or any other material which is likely to aid in answering questions.**
- 16) **Candidates must remain in the Zoom Room for the duration of the exam.**
- 17) Students are required to download the Microsoft Word file containing the assessment questions from moodle. The responses are to be completed in the same Microsoft word file and on completion uploaded to the Moodle platform. No other document type should be uploaded.
- 18) Please ensure that any diagrams, charts, pictures or illustrations which are a part of your response is included in the word document being uploaded.

**NB.STUDENTS MUST PRESENT A VALID UCC IDENTIFICATION AND UCC EXAM PERMIT IN ORDER TO START AN EXAM.... SEE SAMPLE ATTACHMENTS.**