



Examination Rules and Regulations

RULES AND REGULATIONS IF WRITING AT AN EXAMINATION VENUE (NOT ONLINE):

1. Students must be seated 15 minutes prior to the start of the examination. The doors to the examination venue will close 10 minutes prior to the start of the exam. Late students will only be permitted to enter after the examination has commenced. No additional time will be given to late students. No student will be allowed to enter the examination venue should they arrive later than one hour after the commencement of the examination.
2. The following identity documents are regarded as acceptable forms of identification in order to gain access to an examination venue. A student must have at least one of these with them in order to be allowed into the exam venue:
 - a. An original ID Book/Card
 - b. Driver's License with photograph
 - c. ID Book Application with photo as issued by the Department of Home Affairs (not older than 6 months)
 - d. Temporary Driver's License with photo as issued by the Department of Transport (not older than 6 months)
 - e. Learners License Certificate with photo as issued by the Department of Transport (not older than 6 months)

STUDENTS WILL NOT BE PERMITTED TO WRITE WITHOUT A VALID FORM OF ID

3. An Exam Confirmation Letter stating the name of the venue where the student arrived is compulsory in order to gain access to an examination venue. Such an Exam Confirmation Letter must be in printed format and not on an iPad or Tablet or similar device as the printed copy is required for control purposes by the invigilator. Each student must print out their Exam Confirmation Letter prior to the commencement of the examination session.
4. Examination Venues can not be changed after the 1st of April for the first semester and after the 1st of September for the second semester each year. Students must confirm that they are registered for the correct venue.
5. It is the responsibility of the student to ensure that the correct module question paper has been handed to him/her at the start of the examination. Students are required to compare the module code stated on the Exam Confirmation Letter with the module code on the question paper (eg. MAR101).
6. Students may not leave the examination venue within the first hour (including going to the bathroom) or the last fifteen minutes of the examination. Students who leave the examination venue during the first hour will not be allowed to return to the examination venue.
7. Students must keep their stationery in transparent pencil cases/plastic bags on their desks at the Examination Venue.
8. No cellphones or smart watches are permitted on one's person or on the desk during the examination.
9. Approved calculators may only be used during an examination if specifically authorised.
10. Failure to observe the above rules will be considered as cheating. Students who are found cheating or who are suspected of cheating, during an examination, may be suspended from the IMM Graduate School pending the outcome of a disciplinary inquiry.
11. Students acknowledge and accept that the IMM Graduate School is indemnified against all liability, loss, personal injury or damage, from any cause arising, which students and/or their dependents may sustain or suffer as a result of the student being on IMM Graduate School's premises and/or writing any examination in any examination venue chosen by the IMM Graduate School. Students are therefore specifically advised not to bring any valuables to the examination venue.
12. The interpretation and implementation of the IMM Graduate School policies, rules and regulations is at the discretion of the IMM Graduate School.

RULES AND REGULATIONS IF WRITING ONLINE:

1. Ensure that you are registered for the correct modules for the examination/final assessment session.
2. Check that the module name and code on the confirmation letter is the same as the question paper issued online.
3. Read the "How to Guide to Complete a Final Assessment eActivity" on eLearn.

Contact the nearest IMM Graduate School office should you have any queries or call the National Call Centre on 0861 IMM GSM or +27 (0) 11 628-2000.