

MIDTERM AND FINAL EXAMS

It has come to our attention that over the last few years it has been easier and easier for students to cheat in exams. Although it is a minority who are disrespecting their degree and the institute, the rules and regulations governed by the university and the IC are being strictly enforced so that a higher standard can be reached.

Below lays out the examination structure and dress code. If you are unsure or confused about anything below, please speak with your department head. Anyone who chooses to ignore the requirements of the exam will be asked to leave and not be allowed to take their exam.

We are all working towards a better IC so that when you leave this institute you will be proud of your degree, as we are of you.

General Information:

1. Students should consult their exam timetable and arrive at the correct venue at least 15 minutes before the published start time.
2. Students must provide a student identification card or passport (as proof of identify). It must be clearly displayed on the exam table at all times.
3. All mobile phones must be switched off, including alarm functions, and place in the area designated for personal belongings.
4. Food and drink are not permitted in the examination room with the exception of water.

Midterm exam times:

Students will not be permitted to leave the exam room once the exam has started. If a student chooses to leave (including to the bathroom) while the exam is in progress their exam will be collected and their exam considered finished.

Note: Students who have medical reasons as to why they need to leave the exam room must inform the invigilator before the exam starts – it will then be at the invigilators discretion as to how they proceed.

Final Exam times:

0 – 35 minutes mark = No one is allowed to leave the exam room. Exam papers will be considered invalid if you leave before the 35 minute mark

35 minutes to 2 hour mark = Students are permitted to leave but **will not be allowed** back into the exam room. This means you are welcome to leave to go to the toilet but **will not be allowed** back into the exam room and your exam will be counted as finished.

2 hours to 3 hour mark =

Students are welcome to go to the toilet but they will be accompanied by a teacher

Only one student will be allowed to visit the toilet at a time

Reasonable amount of visits will be allowed

Students may leave after they have finished their exam

Acceptable dress

1. White university regulated shirt with collar – must be tucked in, Payap buttons not needed
2. Black smart tailored suit trousers or black skirt – belt not needed but preferable
3. Plain black shoes with covered toe and heel
4. If you are not sure ask a head of department at least 1 day before your exam



Unacceptable exam dress

1. White collarless shirt / department t-shirts / t-shirts in general
2. Black jeans / dark grey trousers / casual or cargo black trousers / skinny trousers
3. Open toed or heel shoes / sandals / flip flops / casual shoes / trainers



- ✓ Shirt
- ✓ Skirt
- ✗ Shoes



- ✓ Shirt (tuck it in)
- ✓ Trousers
- ✗ Shoes



- ✗ Shirt
- ✗ Trousers
- ✗ Shoes

SHOES THAT ARE ACCEPTABLE

Plain black leather or fake shoes with small heel.



Plain black leather or fake shoes



SHOES THAT ARE NOT ACCEPTABLE



Black ballerina shoes plain or with details



Canvas casual shoes

ANYTHING OTHER THAN THE BLACK SMART DRESS SHOES



