Examination Instructions & Regulations

Examination Offices and Centres

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>City Campus</td>
<td>The ClockTower, Room 101</td>
<td>Ph. 0800 61 62 63</td>
</tr>
<tr>
<td>Epsom Campus</td>
<td>G19 &amp; G20, D Block</td>
<td>Ext. 48209 (during exams)</td>
</tr>
<tr>
<td>Health Campus</td>
<td>Student Centre, Building 503</td>
<td>Ext. 86516/81312</td>
</tr>
<tr>
<td>Manukau Campus</td>
<td>NO 201</td>
<td>Ph. (09) 968 8000</td>
</tr>
<tr>
<td>Tai Tokerau Campus</td>
<td>13 Alexander Street</td>
<td>Ph. (09) 470 1014</td>
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Note that, during Summer School, exams are only held on City Campus.

Some two-hour examinations are scheduled for the evening. Please check your timetable carefully for your exam time and campus.

You must sit an examination if it is a part of the course requirement in order to be awarded a grade.

Examination Date

- If your timetable does not appear to be correct, please check this with your Faculty Student Centre immediately.
- Please print out your own timetable.

Examination Time

- Start times are: 9:15am, 2:15pm, or 5:45pm. The same start time applies for two- and three-hour exams.
- The first five minutes are for reading over the instructions printed on the script book and writing your ID, name and course details, and for completing the admission slip.
- The following ten minutes are for reading over the examination paper, but not for the use of permitted writing materials or books.
- Writing time commences at 9:30am, 2:30pm or 6pm.

Latest Time of Entry/Missed Examinations

- You may not enter your examination later than halfway through. This will be 11am or 4pm for three-hour exams and 10.30am, 3.30pm or 7pm for two-hour exams.
- Latecomers will not be given any extra time.
- If you miss or are too late for your examination you must contact the City Examinations Office immediately.

Finding your Examination Room

- Room locations will be available by 5pm the day before your examination either online on the Examinations website: [www.auckland.ac.nz/exams](http://www.auckland.ac.nz/exams) or from the sites listed below.
- Please ensure that you sit in the correct room for your course and your name. Remember, if you are enrolled in a “G” (General Education) course, it may be in a separate room.
- Please note we are unable to give your exam locations over the phone.

CHEATING IS A SERIOUS OFFENCE WITH SEVERE PENALTIES AND WILL NOT BE TOLERATED
Please read this information carefully
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Examinations with Books and Calculators

These may be required for your examination as prescribed by the examiner. Your timetable indicates those books and calculators allowed in your examinations. They are displayed as codes which are detailed below.

Where books are allowed in examinations, please check what is permitted by using the Examinations website: [http://www.auckland.ac.nz/uoa/cs-exam-instructions-and-regulations](http://www.auckland.ac.nz/uoa/cs-exam-instructions-and-regulations)

Books or calculators may not be used during reading time.

### Book Designations

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>CB</td>
<td>Closed Book – No books allowed</td>
</tr>
<tr>
<td>OB</td>
<td>Open Book – Any written/printed material</td>
</tr>
<tr>
<td>SB</td>
<td>Supplied Book – Provided by the University</td>
</tr>
<tr>
<td>RB</td>
<td>Restricted Book – May be written upon</td>
</tr>
<tr>
<td>HB</td>
<td>Highlighted Book – May be marked, but not written on</td>
</tr>
<tr>
<td>UB</td>
<td>Unmarked Book – Nothing may be marked or written on</td>
</tr>
</tbody>
</table>

### Calculator Designations

Check with your course coordinator if you are unsure if you have the correct calculator.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>NC</td>
<td>No Calculators permitted</td>
</tr>
<tr>
<td>CP</td>
<td>Calculators are permitted</td>
</tr>
<tr>
<td>DC</td>
<td>Departmental Calculators provided</td>
</tr>
<tr>
<td>RC</td>
<td>Restricted Calculators are permitted</td>
</tr>
<tr>
<td>SC</td>
<td>Specified Calculators only are permitted</td>
</tr>
</tbody>
</table>

### Script / Answer Book Instructions

- Marking your exam or answer book in any way is not permitted until the supervisor announces the start of writing time.
- Write legibly in ink. Where answers are illegible they may be unmarked or partly marked.
- Do rough work on the back cover or inside front cover, or in your script book. Work not intended for marking should be crossed out.
- Do not remove any pages from any answer book.
- No script, answer book, or portion of which is taken from the examination room will be marked unless Senate decides otherwise.

### During the Examination

- No candidate is to disturb or annoy others in the examination room by eating, drinking or any other inappropriate behaviour. Drink bottles should be clear and should be left under the desk.
- You may not communicate with another student in the examination room, nor copy from another’s answers.
- No books or material in an exam may be shared.
- You may not leave the room until 15 minutes after the midway point of the examination writing time and then only with the supervisor’s permission and upon handing in your script or answer book(s).
- Candidates may not re-enter the examination room after they have left it unless they have been under approved supervision the whole time.
- You may not leave the examination room in the last 15 minutes. The supervisor will announce clearly the end of the examination.

**CHEATING IS A SERIOUS OFFENCE WITH SEVERE PENALTIES AND WILL NOT BE TOLERATED**

Please read this information carefully
- You may not continue writing after the supervisor has announced the end of the examination.
- You must hand in your script/answer book(s), together with any other paper used in the examination. Your name, subject/course number should be written on the front cover of each book and should be completed before the end of the examination.
- Separate answer sheets should be securely attached with the ties provided to any script/answer books used.
- Teleform or Scantron sheets should not be attached.

**After the Examination**

- You must not communicate with an examiner in regard to your examination, except through the Examinations Office. Please note that examination answers are not remarked.
- Examination answers held in departments are destroyed four months after the final examination date.
- Copies of your answers may be requested online for up to three months after the end of the examination period.

**Results**

- Preliminary results are available from Student Services Online (SSO) from 10 to 20 days after the end of exams.
- You will be able to print your results from SSO.
- Applications for recounts must be made no later than seven weeks after the end of the relevant examination period.