



Examination Instructions & Regulations

Examinations Office
The ClockTower, Room 108
22 Princes St, Auckland 1010
Email: exams@auckland.ac.nz
Phone: (09) 373 7599

Examination Offices and Centres

City Campus	The ClockTower, Room 101	Ph. 0800 61 62 63
Epsom Campus	G19 & G20, D Block	Ext. 48209 (during exams)
Health Campus	Student Centre, Building 503	Ext. 86516/81312
Manukau Campus	NO 201	Ph. (09) 968 8000
Tai Tokerau Campus	13 Alexander Street	Ph. (09) 470 1014

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 all examinations at the University of Auckland. Failure to sit an exam will mean that you receive a failing grade of DNS ('Did Not Sit').

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

- Your exam room will be available on your exam timetable in SSO from 5pm the evening before your exam.
- You will also receive a text message with your exam room at 8pm the evening before your exam.
- General exam room locations will be published by 5pm the day before your examination on the Examinations website: <http://www.auckland.ac.nz/exams>, and on the campus locations 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.**

CHEATING IS A SERIOUS OFFENCE WITH SEVERE PENALTIES AND WILL NOT BE TOLERATED
Please read this information carefully

City Campus

- All Faculty notice boards.
- Kate Edger Information Commons, Level 2 notice board.
- Maths/Physics Building outside MLT1 lecture theatre.
- The Clock Tower Foyer, 22 Princes Street.
- Owen G Glenn Building Basement Foyer.

Epsom Campus

- Music Auditorium B Block and A Block reception.

Grafton Campus

- Next to Student Centre, Building 503.

Manukau Campus

- School of Education Office, Level 2, NQ Block.

Tai Tokerau Campus

- Library window and Student Centre window.

Tamaki Student Bus Service

During the period of the examinations, a limited bus service will be available for students sitting Tamaki examinations.

Please refer to the following site for details: <http://www.auckland.ac.nz/uoa/cs-tamaki-bus-service>.

Identification Checks

- You must have a valid University ID card which should be shown on entry.
- Your ID card must be on your desk throughout the exam.
- If you do not have your ID card you will not be prevented from sitting your examination. You will undergo an ID check after the exam at the Examination Centre and will be charged an administrative fee of \$25.
- If this fee is not paid at the time of issue then an additional \$25 charge may apply and a Negative Service Indicator will be added to your account which will restrict your access to the University's services (eg to the library).

Materials in Examination Rooms

The following materials are **not permitted** in the exam room unless specified:

- Books or other written/printed material or blank paper (unless the examination is Open Book). Graph paper will be provided if required for an examination.
- Electronic or printed dictionaries (unless they are for an Open Book exam or are to be used in the context of the examination eg a language examination as required by the examiner).
- Students are not permitted to have in their possession in the exam room any other electronic device and/or mobile technology, or watches of any kind, unless specified by the examiner. Medically prescribed devices are permitted.

The following materials are **not permitted** at your desk:

- **Electronic devices and/or mobile technology, or watches of any kind found at your desk or in your possession will be removed. A fine of \$100 will apply.**
- **Any device that emits an audible sound will be removed and returned only after payment of \$150.**
- **If this fine is not paid at the time of issue then an additional \$25 charge may apply and a Negative Service Indicator will be added to your account which will restrict your access to University Services.**
- Only implements required for the examination are permitted to be on the student's desk in a clear case or clear bag. All other cases and containers including glasses cases must be left in such part of the room as the supervisor directs.

The University cannot guarantee the safekeeping of students' possessions. Please make alternative arrangements for valuables or leave them at home.

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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/uoac/cs-exam-instructions-and-regulations>

Books or calculators may not be used during reading time.

Book Designations

CB	Closed Book – No books allowed
OB	Open Book – Any written/printed material
SB	Supplied Book – Provided by the University
RB	Restricted Book – May be written upon
HB	Highlighted Book – May be marked, but not written on
UB	Unmarked Book – Nothing may be marked or written on

Calculator Designations

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

NC	No Calculators permitted
CP	Calculators are permitted
DC	Departmental Calculators provided
RC	Restricted Calculators are permitted
SC	Specified Calculators only are permitted

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.

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- 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.