



## MEMORANDUM

**Date:** OCTOBER 19, 2011

**TO:** ALL STUDENTS

**FROM:** EXAMINATION COUNCIL

**SUBJECT:** REGULATIONS / GUIDELINES FOR FINAL EXAMINATIONS

1. All examinations will take place in the Auditorium, and /or the New Building unless otherwise stated/published. **Please read the Final Copy of the Exam schedule carefully and confirm the correct time and room for your exam.**
2. **Effective immediately, NO PENCIL CASES WILL BE ALLOWED IN THE EXAMINATION ROOM.** Walk with all the writing materials you will need in your hands as is done in other universities.
3. **USC's dress code will be in Effect for all examinations.** Candidates in breach of the code will not be allowed into the Hall. Ladies please exercise careful moderation with your skirts and bust lines. **Also remember that jeans pants, tight pants and short or ¾ length pants are not allowed.** Please comply fully with all regulations, and avoid

yourself being faced with an embarrassing situation.

4. Absence from an exam (because of lack of knowledge or mix-up about the schedule) is totally your fault. **The consequence for missing a scheduled examination is an automatic "F"**. You will **NOT** be able to get an Incomplete "I".

5. All candidates should be seated in the Examination Room at least ten (10) minutes before the actual start of each examination. The Exam Room will be open for candidates no earlier than 15 minutes before each examination.

6. Instructions and/or Corrections will **ONLY** be given ten (10) minutes before the start of each exam. Missing them will be at your own risk, since you will be held liable.

7. You will not be allowed into the Exam Hall, for an exam, after forty-five (45) minutes have elapsed.

8. Your USC ID card must be shown, on entering the Examination Hall and should be displayed on the desk/table in front of you during each exam. **PLEASE OBTAIN AN ID CARD BEFORE COMING TO DO EXAMS.**

9. You will only be allowed to take in writing equipment (and other equipment required by your exam) into the Exam Hall. **No paper of any kind** will be allowed with you into the Exam Hall. There must be no form of communication while in the Exam Hall. A breach of these regulations could lead to disqualification from that examination.

**No Bags, pencil cases and / or Cell phones will be allowed into the hall.** A secured room with a numbering system is provided to leave all personal belongings before entering the exam hall.