



The University of the Southern Caribbean

The Office of the Registrar

Examination Guidelines for Students

- **ALL** examination sessions will begin at either **9:00 am, 1:00 pm, or 5:00pm** regardless of your class times during the semester.
- If you have an Examination Clash (**Two (2) or more courses with the same date and time**), please click the [Examination Clash Form](#) to report. ALL clashes must be reported three (3) business days in advance.
- **Request for Final Examination Letters** (letters to employers indicating the date/s and time/s of examination/s, please click [Request for a Final Examination Letter](#) to request a letter.
- You **MUST** present your USC ID CARD at the entrance of the examination hall.
- USC's Dress Code **WILL** be in effect.
- You **MUST** attend all exams unless prevented by illness or other extenuating circumstances.
- You **MUST NOT** enter an exam room more than half an hour after the start of an exam. You **MUST NOT** leave an exam less than half an hour before the end.
- You **MUST** enter an exam room in silence
- You **MUST** place bags and coats etc. in the designated **Bag Zone** (NB1 Classroom, Social Sciences Building (The building opposite the USC Auditorium (*Main Campus location*)))
- You **SHOULD** arrive at the exam room at **least 15 minutes before the exam** is due to start in order to hear any announcements.
- Mobile phones, smart watches or similar electronic data storage or communication devices are **NOT ALLOWED** in the examination hall.
- Hats are **NOT ALLOWED** during examinations to prevent the concealment of unauthorized materials and ensure a fair testing environment.
- You **MUST NOT** have any unauthorized material in the examination room. whilst under examination conditions, including books, manuscripts, calculator cases, or a mobile phone, or any other electronic data storage device.
- You **MUST NOT** take into an exam room any blank paper; all rough work **MUST** be done in the exam booklets/sheets which are provided.



- You **MAY** take into an exam room any pens, pencils, erasers, rulers, pencil sharpeners, and permitted technical drawing equipment (such as protractors and compasses). You **MUST NOT** bring in any pencil case or box for these items .
- You **MUST NOT** disturb other candidates. You **MUST** follow any instructions given by an invigilator.
- You **MUST NOT** communicate with any other candidate in an exam room or pass items such as a calculator to any other candidate during an examination.
- You **MUST NOT** impersonate another exam candidate or allow yourself to be impersonated.
- You **MUST** put your student ID card or other photo identification on your exam desk.
- You **MUST NOT** use scrap paper and **MUST** do all rough work in your answer book.
- You **MUST NOT** leave the exam room until your exam answer book has been collected and **MUST NOT** take any other item provided out of the exam room unless you are allowed to do so.
- If you arrive late, you **WILL NOT** be allowed extra time.
- You **SHOULD** write legibly on your examination scripts.
- If you fall ill during an examination and wish to leave the room, temporarily or permanently, you **MUST** inform an invigilator.
- If you have a disability and need adjustments made to your exam arrangements, you **SHOULD** seek advice as early as possible before the exams from your respective School.
- Unless stated otherwise, you **MUST** only use an approved calculator You **MUST NOT** have any cover on your calculator during an exam.
- You **MAY** take a clear plastic bottle of water into an exam room. You **MUST NOT** bring in any other type of bottle and no other drink or food unless you have a declared medical condition and have been given permission to do so through the University Doctor (Health Services).
- We **strongly recommend** that you use the washroom prior to the start of examinations.