



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ANNEXURE T

**CANDIDATE LETTER OF WARNING: LATE ARRIVAL FOR
AN EXAMINATION**

Date: _____

Student Name and Surname: _____

Student ID Number: _____

Exam: (Subject and Level) _____

This letter serves to confirm that I arrived at my exam room after 08:30 today.

I acknowledge the following:

1. Prior to the start of the examinations, I was made aware of the student exam training session and that attendance at this session was compulsory.
2. At this training session I was made aware of the examination regulations, including regulations regarding the arrival time (30 minutes before the start of the examination) and consequences of arriving late for the examinations;

OR

1. I take full responsibility for not being aware of the examination regulations, as I failed to attend the examination training session and to read the examination regulations posted inside the lecture rooms prior to the examinations.
2. I have now read the examination regulations posted outside the examination venue prior to entering it.
3. I have been informed and am now fully aware of the regulation that I must be present in the examination venue within 30 minutes BEFORE the commencement of the examination.
4. I understand that if I persist in arriving late to the examination venue, it could result in disciplinary action taken against me.

Student signature

Principal/Academic Manager

INSTRUCTIONS TO CANDIDATES

1. Candidates shall NOT be admitted into the examination room without a valid identity document.
2. Candidates must be in the examination room at least 30 minutes before commencement of the examination session.
3. No candidate shall be admitted to the examination room if he/she is more than one hour late and no candidate shall be permitted to leave the room before the expiry of the examination session.
4. Candidates may not be in possession of any of the following whilst in the examination room; notes, textbooks, documents or any pieces of paper excluded unused paper supplied by the invigilator.
5. No candidate shall assist another candidate, or be assisted by a fellow candidate or any other person. Candidates requiring anything during the examination session should raise their hands to attract the attention of the invigilator. (No enquiry about the examination questions will be answered by the invigilator.)
6. Candidates may only write in blue or black ink. No other colour is acceptable.
7. Candidates wishing to cancel an answer to any question must draw diagonal lines boldly across the answer. It is NOT sufficient to write the word "omit" or "cancel" at the end of an answer. No page(s) may be torn out of a script(s).
8. Before leaving the examination room, candidates must hand all answer books, whether used or unused, to the invigilator.
9. Candidates involving themselves in any irregular acts or actions, place ALL their results of the ENTIRE examination in serious jeopardy such as possible CANCELLATION. Such candidates also expose themselves to expulsion from the examination room as well as possible expulsion for a period of time to be determined by the Chief Directorate: Educational Measurement, Assessment and Public Examinations (CD: NEA) from participation in any future examinations.
Said irregular acts or actions include the following (amongst others):
 - 9.1 Unruly, threatening, aggressive or intimidating behaviour
 - 9.2 Misbehaviour which disturbs fellow candidates and invigilators and which consequently disrupts the examination
 - 9.3 Interfering, for whatever reason, with fellow candidates or invigilators
 - 9.4 Involvement in any possible form of irregularity which is contrary to the rules and regulations laid down by the CD: NEA to ensure that everybody is given the opportunity of writing fair, free and honest examinations
 - 9.5 Disobedience of any instruction(s) by the invigilator
10. No cellular telephones or similar electronic devices (e.g. programmable calculators etc.) may be taken into the examination room.

INSTRUKSIES AAN KANDIDATE

1. Kandidate sal NIE in die eksamenlokaal toegelaat word sonder 'n geldige identiteitsdokument nie.
2. Kandidate moet minstens 30 minute voor die aanvang van die eksamensessie in die eksamenlokaal wees.
3. Geen kandidaat sal in die eksamenlokaal toegelaat word, indien hy/sy meer as een uur laat is nie en geen kandidaat sal toegelaat word om die eksamenlokaal te verlaat voordat die eksamensessie verby is nie.
4. In die eksamenlokaal mag kandidate geen notas, handboeke, dokumente of papier met inbegrip van ongebruikte papier, behalwe dit wat deur die toesighouer verskaf word, in hulle besit hê nie.
5. Geen kandidaat mag enige hulp ontvang van 'n ander kandidaat of enige ander persoon nie, en geen kandidaat mag enige hulp aan 'n ander kandidaat verleen nie. Kandidate wat enigiets tydens 'n eksamen-sessie benodig, moet die aandag van die toesighouer trek deur slegs hulle hande op te steek. Die toesighouers mag geen vrae oor die vraestel beantwoord nie.
6. Kandidate mag slegs met blou of swart ink skryf. Geen ander kleur word aanvaar nie.
7. Kandidate wat 'n antwoord op 'n vraag wil kanselleer, moet duidelike diagonale lyne regoor die antwoord trek. Dit is nie goed genoeg om "laat uit" of "kanselleer" aan die einde van die betrokke vraag te skryf nie.
8. Voordat kandidate die eksamenlokaal verlaat, moet hulle alle gebruikte en ongebruikte eksamenantwoordeboeke aan die toesighouer oorhandig.
9. Kandidate wat hulself aan onreëlmatige optrede of aksies skuldig maak, loop gevaar om AL hulle uitslae van die HELE eksamen deur moontlike KANSELLASIE te verbeur. Sulke kandidate stel hulself ook bloot aan verbanning uit die eksamenlokaal asook moontlike verbanning van deelname aan enige toekomstige eksamens vir 'n periode soos deur die "Chief Directorate: Educational Measurement, Assessment and Public Examinations (CD: NEA)" bepaal sal word.
Genoemde onreëlmatighede of aksies sluit, onder meer, die volgende in:
 - 9.1 Losbandige, dreigende, aggressiewe of intimiderende gedrag
 - 9.2 Wangedrag wat medekandidate en toesighouers mag ontstel en gevolglik die eksamen ontwig
 - 9.3 Inmenging, om watter rede ook, met medekandidate of toesighouers
 - 9.4 Betrokkenheid van kandidate by enige moontlike vorm van onreëlmatigheid wat teen die reëls en regulasies is wat deur die "CD: NEA" neergelê is, om aan alle kandidate die geleentheid te bied om regverdige, eerlike en vrye eksamens te skryf
 - 9.5 Ongehoorsaamheid aan enige instruksie(s) van die toesighouer
10. Geen sellulêre telefone of soortgelyke toestelle (bv. programmeerbare sakrekenaars ens.) word in die eksamenlokale toegelaat nie.