

## FINAL EXAMINATION INSTRUCTIONS

### JFA2 TECHNICAL TRAINING INSTITUTION

(99 Skew Road, Anderbolt, Boksburg, 1459).

#### Induction to Examinations:

#### Instructions to learners:

- Students need their:
  - Green ID books or replacement ID cards (NOT A DRIVERS LICENSE.)
  - Examination permit (Distributed from the office.)
  - Stationary only. No pencil cases or calculator covers allowed inside the examination room.
  
- All students to report to the examination room **30 min before** commencement (08:30 they have to be seated.)
  - When students arrive at the examination room they will find a mark sheet against the wall near the door. This indicates their specific seat number. The invigilator will be waiting at the door. Immediately present your ID book and exam permit to speed up the seating process.
  - At half past the lecturers do administrative tasks. This includes checking ID numbers and seating the students accordingly.
  - Quarter to nine (08:45) lecturers start reading the “instructions to learners.” At this point students are no longer allowed into the examination room. They have to return to the office where they will wait until 09:00 and they will be escorted to the room by an exam official.

- Ten to nine, students receive their question papers. Each invigilator will read through the question paper and make sure everything is in order.

(Most important: Students have to look for any mistakes. This has to be **reported to the exam office within 15min** of commencement of the exam.)

- Students who forgot their ID books/cards or their Exam permits:

- **Immediately** report to the office.

A temporary ID or permit will be provided. These temporary documents have to be handed in before the student leaves the examination room on the same day. (Important: Within **24hours** the ID has to be brought to the office to stop the exam officials from taking out the student script.)

- None of the following is allowed into the examination room:

- **CELLPHONES**
- Hats
- Bags
- Pencil cases
- Notes, Textbooks or any other pieces of paper excluded unused paper provided by invigilators.
- Calculator covers

**(Leave at home or in the car to ensure no valuables are stolen.)**

- Any acts performed against examination regulations could possible result in expulsion from examinations for a minimum of 2 years.