

INSTITUTE OF COMPUTING & ICT

AHMADU BELLO UNIVERSITY, ZARIA

DIPLOMA I

IT ACADEMY UNIT

FIRST SEMESTER EXAMINATION GUIDELINES 2015/2016 ACADEMIC SESSION

1. Students are **required** to collect their exam cards from the Examinations Office as from Friday, May 20th 2016. They shall be allowed to write exams only for courses that appear on their examination cards.
2. Students should be in the vicinity of the examination room/hall 30 minutes **before** their examination is due to begin.
3. Students are **required** to sign the attendance sheet in the examination hall.
4. No student will be permitted to:
 - (i) Enter the examination room/hall if s/he is more than 30 minutes late.
 - (ii) Leave the examination room/hall earlier than 45 minutes once the examination has commenced.
 - (iii) Leave the examination room/hall during the last 15 minutes of the examination.
5. Students are **not permitted** to introduce to the examination room/hall papers of any kind whatsoever.
6. Students **must write their registration number only** on each separate answer book and on each supplementary sheets used. Under no circumstances must they write their names on the answer scripts.
7. If they wish to attract the attention of the invigilator, they should raise their hands.
8. Cell phones and any other communication/music playing devices are **not allowed** into the examination room/hall, even if or when switched off.
9. Absolute silence **must** be maintained at all times throughout the duration of the examinations.
10. Students should **not write** anything whatsoever on their examination cards.

FAILURE TO STRICTLY OBSERVE AND COMPLY WITH THE ABOVE EXAMINATION GUIDELINES OF THE UNIVERSITY MAY CONSTITUTE EXAMINATION MALPRACTICE AND DEFAULTERS SHALL FACE THE CONSEQUENCES AS SPELT OUT IN THE UNIVERSITY EXAMINATION LAWS.

PLEASE BE GUIDED!

A. A. Gene
Head, ITA