

EXAM ENTRY REQUIREMENTS

You must bring the following for entry into each exam:

1. HEXCO statement of entry
2. Blue pen only
3. School ID
4. National ID

NB :Kindly note that a driver's license will not be accepted as a valid form of identification

HEXCO RULES ON WRITING OF EXAMINATIONS

- ❖ No cell phones, smart watches or any ICT gadgets are allowed into the examination room (except for calculators) is allowed into the Examination room.
- ❖ No foreign material is allowed into the examination room.
- ❖ A Candidate is NOT allowed to turn over the question papers until instructed to do so by the invigilator.
- ❖ A Candidate is allowed to browse through the question papers five (5) minutes before the examination starts.
- ❖ Head gear such as caps, hats, scarfs, other religious gear is not allowed into the examination room.
- ❖ Handbag is not allowed in the examination room.
- ❖ No candidate should leave the examination room until at least one hour after commencement of the examination.
- ❖ A Candidate who wishes to visit rooms of convenience during the examination should be escorted by the invigilator.
- ❖ Upon finishing the examination, the candidate should raise his/her hand to attract the attention of the invigilator.

HEXCO GUIDELINES ON WRITING EXAMINATIONS

- ❖ Every candidate should record the serial number of the answer booklet and sign in on the examination identification register acknowledging receipt of the serialized answer booklet allocated as the examination commences and sign out upon submission of answer scripts.
- ❖ A candidate is to use the same colour of ink for the answers and the examination identification register.
- ❖ No scrap paper is to be used. Any rough work is to be done in the examination scripts. A line should be drawn through every rough work.
- ❖ A Candidate is not allowed to write anything in the question papers.
- ❖ A Candidate is not allowed to share any material during the examination. No discussions or consultations should be permitted between candidates. Every clarification should be done through the invigilator.
- ❖ No candidate should be allowed into the examination room after thirty (30) minutes of commencement of the examination.
- ❖ No extra time should be allowed to late arrivals who have been admitted into the examination room.
- ❖ A Candidate will not be allowed to leave the examination room in the last thirty minutes of the examination. They will have to wait until the examination has ended.
- ❖ A Candidate should read and adhere to instructions on both question paper and answer booklet.
- ❖ Any form of cheating discovered before, during writing and/or marking will lead to disqualification.

The following malpractices will warrant disqualification

- ❖ Being in possession of a cell phone in an examination room.
- ❖ Being in possession of prohibited foreign material in the examination room.
- ❖ Writing on/in the question paper.
- ❖ Sharing of material during writing examination
- ❖ Tearing of sheets from the answer book.
- ❖ Using different colours of ink in one answer script and on the Exam Identification Register.

Any candidate who is found guilty, and is deemed to have cheated in an examination and will result in the disqualification from the affected modules/subjects.

- ❖ The candidate should be suspended for one (1) year from the course and every HEXCO course.
- ❖ After the suspension period the candidate will rewrite the disqualified modules/subjects.
- ❖ Malpractices that result in nullification of results
- ❖ Writing of names inside or outside the answer booklet
- ❖ Failure to write candidate details on cover page of script
- ❖ Using different hand writing in the same answer script