

**NOTICE: SEMESTER 2, 2023 SUPPLEMENTARY & SPECIAL EXAMINATION**

1. Semester 2, 2023 Supplementary & Special Examination commences on Monday, 22<sup>nd</sup> January 2024 and ends on Friday 9<sup>th</sup> February 2024 in rooms allocated as per Exam timetable at Hoodles House, Pasifika and Tamavua campuses. The Examination Timetable is uploaded on the FNU website.

2. All fees must be cleared prior to the Examination. Students are advised to see the Finance section for any fee issues before Friday, 19<sup>th</sup> January 2024.

3. A validated ID card is a requirement to sit for any Examination. ID cards are validated by the ID card section at the Student Academic Services upon clearance of fees. Please ensure that your ID cards are validated by Friday, 19<sup>th</sup> January 2024. As per the University Academic and Student Regulations (UASR):

*Page 40*

*2.1.2 Students are to ensure that all fees are paid, and ID cards validated within the timelines stipulated in the University Fee policy.*

*Page 52*

*17.3 No student shall be allowed in the exam venue without producing a valid ID card to the Supervisor(s) appointed for the examination at the respective location. Any exception should be authorized by the Registrar.*

4. **MOBILE PHONES, SMART WATCHES, TABLETS or any other electronic or computing device capable of storing material, or any device that is capable of transmitting, storing, or receiving messages are STRICTLY PROHIBITED inside the exam venue.** Students caught with unauthorized materials inside the Exam venue shall be taken through disciplinary action and penalized accordingly. As per the UASR:

*Page 52 and 53*

*17.8 No student is to bring with him/her into the examination room any written or printed matter except as authorized by the examiner, or where such written or printed material has been authorized for use in an approved open book examination.*

*17.9 For courses in which the programme documents allow for open book examinations, students may bring in materials as specified by the examiner.*

*17.10 Unless authorized by examiners, students are not allowed to have in their possession, while in an examination hall, any written or printed material, any electronic or computing device capable of storing material, or any device that is capable of transmitting, storing, or receiving messages.*

*17.11 Students who contravene s17.10 shall have the materials or devices confiscated by the supervisor for the duration of the examination and be reported to the Registrar for disciplinary action.*

5. Candidates are advised to leave their valuables at home. Please note that FNU will not take responsibility for any personal items such as bags, books, mobile phones, keys, jewelries, etc. brought to the examination venue.

6. Students must listen to all the announcements of the Supervisors during the Examination.

**By: Examination Office**