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Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

PATENT EXAMINATION BOARD PATENT EXAMINATIONS STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT
Students who arrive late for an examination will not be afforded any extra time to complete the examination.
Students who arrive more than 60 minutes late for an examination will not be allowed to sit for the examination.
Students may not leave the examination venue within the first 60 minutes of the examination.
Students may not leave the examination venue during the reading time for Practical Legal Problems with Regard to Patents (Group 2f).
If a student wishes to leave the examination venue before the specified finish time, the student must raise his/her hand and wait until the invigilator has collected the answer script.
Toilet breaks are limited to a maximum of 5 minutes each. Students may not take anything with them when leaving the examination venue for a toilet break. This includes, but is not limited to, the question paper or answer script, a cell phone, a smart watch or any other electronic device. No contact with other candidates during toilet breaks is allowed. The time and frequency of toilet breaks will be noted by the invigilator and the examiner will be informed.
Cellular phones, smart watches and any other electronic devices are not allowed. If these are brought into the examination venue, they must be switched off before the examination and placed in a bag on the floor. They are not allowed to be carried on the student's body, such as in a pocket.
Any books, bags or other personal belongings which are brought into the examination venue must be left in the area designated by the invigilator and students may not access these books or bags during the examination. The Board and invigilator(s) do not accept any responsibility for any theft or loss of personal items left in the designated area.
All examinations are closed book examinations.
Students may bring their own dictionaries for Drafting of Patent Specifications (Group 2e) and Practical Legal Problems with Regard to Patents (Group 2f). Electronic dictionaries are not permitted. Sharing of dictionaries is also not permitted.
Students must sign the attendance register before commencing any examination.
Students must bring their own stationery, in a clear holder. No borrowing of stationery is allowed during the examination.
Students must present their ID or driver's license at every examination. This must be placed on the desk at the beginning the examination.
If any food is brought into the venue, it should be in a small container. Food in noisy packets or strong-smelling food which might distract other students is not allowed.
Students should thoroughly read all instructions at the start of an examination and before commencing to answer the questions.
Where reading time is permitted, the Invigilator will announce the commencement and completion of the reading period. Students are not allowed to write in the answer book during this period, unless otherwise stated.
Students may not ask the invigilator or another student for an explanation of any examination question. Students should make their own assumptions, write them down and continue to answer the question paper. If a student notices an error in the question paper, they should immediately inform the invigilator.
Students must ensure that any loose answer sheets are securely fixed to the answer book before leaving the examination venue.
It is the responsibility of the student to ensure that the front cover of the answer book is fully and accurately completed.
Examination Misconduct and Irregularities
Academic misconduct in examinations includes but is not limited to the following: communicating with another student by oral, electronic or written means; copying from another student; being in possession of any written or printed materials during the examination except for those expressly permitted by the rules of the examination board; use of or being in possession of any form of electronic device.
Any action by a student contrary to the letter or spirit of this code of conduct, whether discovered during the examination or afterwards, may result in disqualification or any other penalty as deemed appropriate by the Board.

Signature _____