



Dear UJ Student,

The count down to the exams has begun. To ease any concerns you may have surrounding the logistics for the November examination, we draw your attention to the points below, which will facilitate a seamless and safe experience during the exams.

The first thing you should do is to print out your personal assessment (exam) timetable from uLink or save a copy electronically on your phone or tablet to serve as your exam admittance document to the relevant exam venue.

Your student card is also critical for access to the campus and the exam venue. Lost or damaged student cards can be replaced (free of charge) at the Student Enrolment Centre on any campus from 06 to 10 November 2017.

Please be sure to check the bus schedule on uLink, to allow you to get to your exam venue in good time.

It would be in your best interest to arrive 1 hour (60 minutes) before the start time of your exam. Please leave all personal belongings such as laptops, tablets, satchels etc. at home, as they will not be allowed in the exam venues. If you have to bring them, it must be handed in at the **safekeeping venue**. Bear in mind that this will require extra time. If you have personal belongings such as medication etc. that must be kept with you, it should be placed in a transparent plastic container or bag.

Safekeeping venues are situated at:

APK: At the back of B Les 101.

APB: Study Centre (Old Franks Canteen ground floor).

DFC: John Orr building, ground floor Atrium C next to exit 5 and 6 or the Q/K Building (formerly known as the Perskor Building) 3<sup>rd</sup> floor.

SWC: TW Kambule building at the back of A1.

In the event of any disruptions during the exams, we have made available a health and safety video which will guide you with evacuating procedures. It can be accessed on the UJ Webpage <https://www.uj.ac.za/studyatUJ/Pages/Examinations.aspx> .

In the event where you need to apply electronically for “Sick Exams”, please apply via the UJ Webpage (<https://www.uj.ac.za/studyatUJ/Pages/Sick-note-submission-form.aspx>).

We wish you all the best with your exams. Stay focused and good luck.

Regards,  
Prof Kinta Burger  
University of Johannesburg  
Registrar  
2017-11-02