

GENERAL EXAMINATION INSTRUCTIONS

1. INSTRUCTIONS TO EXAMINATION CANDIDATES/STUDENTS

(1) EXAMINATION TIMETABLE

Candidates/students need to observe and take note of:

- (a) Date, time, place and the examination mode of each course as stated in the Examination Timetable which is posted on the students' portal. Any amendment will be posted in the student's portal and around the examination hall/RC.
- (b) The official examination schedule is determined as follows:

MORNING SESSION (1)	:	8:30 (0830) AM
MORNING SESSION (2)	:	11:30 (1130) AM
EVENING SESSION (3)	:	3:00 (1500) PM
NIGHT SESSION (4)	:	8:15 (2015) PM

(2) IDENTITY CARD/PASSPORT AND STUDENT REGISTRATION CARD

Candidates must bring along their self-identification document (Identity Card/Passport and Student Registration Card) in order to make them eligible to sit for their respective examinations. Candidates who do not bring any self-identification document (Identity Card/Passport and Student Registration Card) will be requested to fill up the form that has been prescribed by the University at the examination location.

If the examination is conducted in an online mode, the candidates/students have to comply with the procedure providing self-identification for purposes of sitting for the examinations as prescribed under the directions by the University or the respective Responsibility Centres.

(3) PROHIBITIONS AND PROCEDURES FOR EXIT/ENTRY OF THE EXAMINATION HALL

- (a) Candidates/students are **NOT ALLOWED** to enter or bring into the examination hall any of the following matters:-
 - (i) wear any clothing that covers the face other than a face mask, immodest and inappropriate clothing according to

the situation, for example, slippers, hats, shorts and gloves except for medical students during clinical and in the laboratory;

- (ii) any books, papers, brochures, pictures or any documents or other items except for goods/materials that are allowed by the Examiner/Invigilator/Chief Invigilator;
- (iii) communication equipment which is mobile phones. If the mobile phones are taken in, the candidates/students are required to turn them off and put them in the plastic bag supplied before putting them under the table;
- (iv) electronics equipments (including those with casing) or gadgets such as calculators, smart watches, ear plugs, tablets, laptops, electronic dictionaries with memory capacity;
- (v) personal items (any forms of bag including handbags, wallets, purses and so on), cigarette including vape, drinks and food are prohibited save for drinking water/mineral water in a small bottle which is transparent and has to be placed under the examination table.

If any candidate/student do any matter or accidentally bring in any of the things mentioned in para 3(a) above, the candidate/student **CAN** be asked to leave the examination hall by the Invigilator/Chief Invigilator, if he refuses to do so.

If the examination is conducted using the online mode, the candidates/students are not allowed to have access to books or any material in any form or format or has access to any links illegally unless it is allowed for the subject concerned.

- (b) Candidates/students **ARE NOT ALLOWED** to bring out of the examination hall any of the following items:-
 - (i) the question paper and attachments provided unless with the permission of the Invigilator/Chief Invigilator;
 - (ii) examination answer booklet (which has been used or not used);
 - (iii) the student's answer script and/or the Multiple Choice Question (MCQ) paper;

- (iv) examination materials which were supplied (such as acts, log books and so on);
- (v) examination attendance slip;

If the examination is conducted using the online mode, the candidates/students are not allowed to make a duplicate copy or download in any form and format, the examination questions and answer scripts unless as is allowed or instructed in accordance with the subject concerned.

- (c) The procedure to exit/enter the examination hall is as follows:-
 - (i) candidates/students **are not allowed to enter** the examination hall **30 minutes after the examination begins**. However, candidates/students who are late but not later than the 30 minutes time limit may be allowed to enter with the permission of the Chief Invigilator and will not be given extra time for the examination for the paper concerned;
 - (ii) candidates/students **are not allowed to leave** the examination hall within **the first 30 minutes after the examination begins AND 15 minutes before the examination ends**;
 - (iii) candidates/students are not allowed to enter or leave the examination hall until the Chief Invigilator has made the announcement to do so.
 - (iv) Candidates are responsible for sitting in the spaces provided for each examination paper.

If the examination is conducted using the online mode, the candidates/students are required to comply with the instructions that have been laid down regarding the attendance or access to the relevant link and the time period which has been set to conduct the said examination. The failure of a candidate/student to comply with the said instructions which have been laid down and complete the examination within the time period which has been determined, it then becomes the responsibility of the candidate/student, unless the candidate/student can prove that he was facing a technical problem which was beyond his control.

(4) **INSTRUCTIONS WHEN INSIDE THE EXAMINATION HALL**

- (a) Candidates/students **CANNOT-**

- (i) receive any books, papers, brochures or pictures or any other documents and electronic/telecommunication devices from anyone, except goods/materials allowed by and supplied by the Examiner/Invigilator/Chief Invigilator;
- (ii) communicate and interact with one another in any way during the examination. If candidates/students want to speak to the Examiner/Invigilator/Chief Invigilator, candidates/students must raise their hands;
- (iii) leave the examination hall except with the permission of the Examiner/Invigilator/Chief Invigilator. If candidates/students want to go to the toilet, the candidates/students must raise their hands. The candidates/students will be accompanied by an identified staff/examination assistant.

If the examination is conducted using the online mode, candidates/students are not allowed to contact or communicate with any other students or any other persons, using any method or medium of communication save as is allowed or instructed for the subject concerned.

- (b) Once seated, or after having access to the examination access or link (for examinations conducted using the online mode), the

CANDIDATES/STUDENTS MUST-

- (i) fill in the attendance details in the Attendance Slips and put it together with the self-identification document on the right-hand corner of the table to be collected by the Invigilators, or fill in the attendance details according to the format instructed (if the examination is conducted using the online mode);
- (ii) comply with all instructions listed on the front page of the question paper and answer booklet and write any information needed on the answer booklet. All outlines of answers must be made in the answer booklet only. Candidates/students are not allowed to tear/separate any part of paper of the answer booklet. If the examinations are conducted using the online mode, candidates/students have to comply with the instructions to answer the questions as has been determined.

- (iii) **CANDIDATES/STUDENTS ARE PROHIBITED FROM WRITING THEIR NAMES OR ANY NOTES TO THE EXAMINERS ON THE ANSWER BOOKLET.**

(5) INSTRUCTIONS AFTER THE END OF EXAMINATION

- (a) **CANDIDATES/STUDENTS MUST** take note and take the following actions after the Examiner/Invigilator/Chief Invigilator announces the end of each examination-
 - (i) stop writing;
 - (ii) bind additional answer booklet and any additional answer scripts (if any) to the main answer booklet; and
 - (iii) place the answer booklet on the right-hand corner of their respective examination tables to allow the Examiner/Invigilator/Chief Invigilator to collect the answer booklet.
- (b) If the examination is conducted using the online mode, the candidates/students are required to submit or produce the answers according to the format or medium and within the duration as has been prescribed for the subject concerned.

2. SUSPENSION OR CANCELLATION OF EXAMINATION

- (1) If the Vice-Chancellor has reasons to believe that the state or the contents of any examination question or content of any examination question papers may have been known prior to the date and time of the actual exam by any person other than the examiners or the Committee of Examiners concerned or the Registrar or any person authorized by the Registrar, the Vice-Chancellor may order the suspension of the examination or cancellation of the examination question papers and give instruction to prepare new question papers.
- (2) If a situation arises where the Examiner/Invigilator/Chief Invigilator is of the opinion the cancellation or postponement of an examination is required, he shall stop the examination and, has to quickly collect all the answer sheets that have been written and report the matter to the Vice-Chancellor.
- (3) If the examination is conducted using the online mode, and the Vice-Chancellor is satisfied that cheating or leakage has occurred in the examination or there was an occurrence of an incident which has resulted in the examination being unfair to any candidate/student, the Vice-Chancellor may issue an order to consider the examination that took place

as null and void and order a new examination be held or a different form of assessment be held.

3. COMPLAINTS ABOUT EXAMINATION

- (1) If, in the opinion of the Examiner/Invigilator/Chief Invigilator, during the examination, a situation arises which makes the examination unfair to any candidate/student, he shall report the matter to the Vice-Chancellor.
- (2) Any examination candidate/student, teacher or any staff of the University may complain to the Vice-Chancellor that the examination had been carried out incorrectly.
- (3) Where a matter has been reported to the Vice-Chancellor in accordance with paragraph (1) and (2) above, he may take an action as he thinks fit, and if he orders that another examination should be held, or that another form of assessment should be held, and that examination or assessment shall be considered as the examination or assessment as prescribed under any Rule or Regulation that governs the relevant course.
- (4) Any complaint by any teacher of the University that the examination had been carried out incorrectly or that the provisions of any Rules or Regulations related has not been observed, must be made to the Vice-Chancellor and the Vice-Chancellor shall investigate the complaint and report the results of its investigations to the Senate. The Senate may then take such action as it deems appropriate.

4. DISCIPLINARY ACTION FOR NON-COMPLIANCE OF GENERAL EXAMINATION INSTRUCTIONS

Disciplinary action will be taken against candidates/students who violate any of the instructions set out in the General Examination Instructions or additional instructions in force from time to time.