TO: ALL STUDENTS

GENERAL INFORMATION ON UNIVERSITY COLLEGE EXAMINATION

A. REQUIREMENTS TO SIT FOR EXAMINATION

Students are allowed to sit for an examination for a course if they have fulfilled the following examination requirements of the University College:

(a) paid the fees to the University College and
(b) fulfilled the attendance requirement of the course of study to the satisfaction of the Dean of Faculty/Head of Centre concerned.

Failing to fulfill (a) and/or (b) above, the candidate shall be barred from sitting the examination. The Barred List will be posted on the respective Faculty/Centre/Branch notice board in week 12 (for long semester)/week 6 (for short semester)/week 10 (for Foundation Programmes).

The onus is on the candidate to check the Barred List to ensure that they are eligible to sit for the examination.

Candidate whose name appear in the Barred List may appeal for unbarring in writing to the respective Dean of Faculty/Head of Centre/Head of Branch by the stipulated deadline, within one week after the barred list is posted on the notice board.

The respective Faculty/Centre/Branch will notify the candidate on the outcome of the appeal.

B. MAIN EXAMINATION COURSE(S)

The Main Examination courses are stipulated in the respective programme structure and no registration is required for any of the course(s). Candidate who failed a course in the first attempt of the Main Examination is given an opportunity to Resit/Repeat the course(s) based on the Examination Rules and Regulations of each programme of study.

C. REGISTRATION OF RESIT/REPEAT COURSE(S)

A student can register Resit/Repeat course(s) online via the University College Intranet at www.tarc.edu.my in Week 5 (for long semester)/Week 4 (for short semester). Students are required to check the schedule for online registration, printing of bill and payment of resit/repeat fees in the University College Intranet.

The onus is on the student to ensure that he/she make all reasonable attempts to resit or repeat all the failed course(s) within the given maximum duration of study.

D. EXAMINATION TIME-TABLE

The examination time-table will be posted in the University College intranet at www.tarc.edu.my in Week 11 (for long semester)/Week 6 (for short semester)/Week 10 (for Foundation Programmes).

Students are required to check and study their examination time-table carefully. The examination time-table is subject to changes. Any instructions or changes to the examination time-table will be displayed on the notice board of Division of Examinations and Credit Accumulation, Faculty/Centre/Branch and posted in the University College Intranet.
E. ADMISSION TO THE EXAMINATION VENUE

All candidates must have with them their Examination Authorisation Slip and Student Registration Card before they are allowed to enter the examination venue. Candidates without their Examination Authorisation Slip and Student Registration Card will not be PERMITTED to sit for any University College Examination.

Candidates can print the Examination Authorisation Slip online from the University College intranet at www.tarc.edu.my at least one (1) week before the commencement of examination until the last day of the examination. The Examination Authorisation Slip MUST be printed on CLEAN WHITE A4 size paper and only HARDCOPY will be accepted.

Students who were found forging the Examination Authorisation Slip would be deemed as to have breached the University College Examination Rules and Regulations. A breach of any of the University College Examination Rules and Regulations will subject a student liable to disciplinary action which may result in the student’s EXPULSION from the University College.

F. EXTENUATING AND MITIGATING CIRCUMSTANCES

Candidates who are not able to sit for the scheduled examination due to extenuating and mitigating circumstances, shall submit an appeal in writing within 48 hours from the occurrence of the extenuating circumstances to the Registrar. The appeal is subject to the University College’s Policy on Extenuating Mitigating Circumstances which can be referred via the University College intranet at www.tarc.edu.my.

G. RELEASE OF EXAMINATION RESULTS

Results of the University College Examinations will be released after decided by the Board of Examiners meeting and subsequently endorsed by the Senate. The results will be deemed to have been officially released once it is uploaded in the University College Intranet.

Students shall print a copy of the examination results from the University College Intranet for their own reference as NO individual Notification of Results will be issued to them.

H. APPEAL FOR REVIEW OF EXAMINATION RESULTS

Students who wish to appeal for review of examination results shall complete and submit the Application for Review of Examination/Co-curricular Results form obtained from Division of Examinations and Credit Accumulation not later than one (1) week after the date of the official release of results. A non-refundable processing fee per course shall be chargeable.

I. APPEAL FOR EXTENSION OF MAXIMUM TIMEFRAME / APPEAL FROM FAIL OUT STATUS

Students who satisfied the appeal for extension of maximum timeframe / appeal from fail out status criteria and wish to appeal must submit an application form (ref no: TAR/EXA/RSL/F02) which is obtainable from Division of Examinations and Credit Accumulation with a supporting letter in writing (attached with supporting documents, if any) to the Division of Examinations and Credit Accumulation by hand, mail or fax not later than one (1) week after the date of the official release of results. Appeal letter sent in through e-mail without the applicant’s signature shall not be acceptable. The appeal letter attached in the e-mail must be duly signed by the applicant. Late appeal would not be entertained.

Consideration for the appeal is subject to the Guidelines for Appeal for Extension of Maximum Timeframe / Appeal from Fail Out Status which can be referred via the University College intranet at www.tarc.edu.my.

Students will be informed of the outcome of their appeal by the Division of Examinations and Credit Accumulation. A non-refundable processing fee shall be chargeable.
J. ENQUIRY ON EXAMINATION MATTERS

For any enquiry on examination matters, please contact Division of Examinations and Credit Accumulation. All correspondence is to be addressed to Division of Examinations and Credit Accumulation, Kuala Lumpur Main Campus/Branches.