UNIVERSITY COLLEGE EXAMINATIONS

All students are REQUIRED to read the following carefully before undertaking any University College Examinations. Any student found to breach any of the Examination Rules and Regulations shall be subject to disciplinary action.

IMPORTANT NOTICE: DISCIPLINARY ACTION

Disciplinary action will be taken against any student who is found cheating, attempting to cheat, assisting others to cheat, being dishonest or disobeying any instructions given by the Invigilator during the Examination. Disciplinary action may include immediate suspension from the whole Examination or remainder of that Examination. In addition, the student may be expelled by the University College.

RULES AND REGULATIONS

1. No student shall ALTER, FORGE or otherwise FALSIFY documents of any kind including but not limited to examination results, transcripts, certificates, examination authorisation slips, forms, letters, or reports.

2. (a) Students are required and shall print the examination authorisation slips from the University College Intranet at least one (1) week before the commencement of examination.
(b) Students MUST print the examination authorisation slips on CLEAN WHITE A4 size paper.
(c) Only HARDCOPY of the examination authorisation slips would be accepted.
(d) There shall be ABSOLUTELY no writings, notations jottings or any markings whatsoever on both sides of the examination authorisation slips.

3. No student shall be ADMITTED into the examination room without first having an Examination Authorisation Slip and a Student Registration (ID Card)/Identity Card. Students who do not have their authorisation slips will not be allowed to take the examination until they have obtained a temporary authorisation slip from Division of Examinations and Credit Accumulation.

4. No student may enter the examination room until instruction has been given by the Invigilator to do so.

5. These items shall strictly be prohibited from the examination room:
   (a) Pencil cases (including transparent plastic bags and boxes).
   (b) It is an examination offence to have any of such writings, notations, jottings or any markings whatsoever whether on any authorized materials such as calculators and on any parts of the body or otherwise.
   (c) Unauthorised electronic devices such as but not limited to: electronic dictionaries, smart watches, smart spectacles, tablets, MP3 players, etc.).

6. (a) Only handphones which are switched-off, and placed faced-down under the students’ chair are allowed in the examination room, otherwise the student shall be summoned before the Student Disciplinary Committee (Examination) for breach of University College examination rules and regulations.
   (b) Student whose handphone(s) are properly faced-down under the students’ seat but was not switched off or emits any sound/noise and/or signal, has breached the examination rules and regulations. The handphone(s) shall be confiscated and the result of the paper sat by the student on that occasion shall be downgraded by 1 grade without further reference to the students. The handphone(s) shall be withheld for a period of not more than two (2) months from the date of confiscation.

7. There shall be no communication whatsoever between students inside the examination room.
   (a) Students shall not exchange any notes or materials in any form between them in the examination room.
   (b) Students shall not speak, gesture, signal or otherwise communicate with each other in the examination room.

8. (a) No student is allowed to present himself for an examination 30 minutes after the commencement of the examination.
   (b) No student shall leave the examination room within the first 30 minutes after the commencement of the examination.
   (c) No student shall leave the examination room 30 minutes before the end of the examination.
9. Students must write their index numbers on each answer book and paper used. For the first answer book, the index number must be written in both words and figures, e.g. “W One Two Three Zero One TDME” and “W12301TDME”. For subsequent answer books, the index number in figures would suffice. Students must not write their names on the answer book(s) or paper(s) used. Students must write the number of the questions they attempted on the cover of the First answer book.

10. (a) Students shall not commence writing until the invigilator grants permission to do so.
(b) (i) When the Invigilator instructs all the students to stop writing, students must stop writing immediately.
   (ii) Students shall then tie up their answer book(s) and/or paper(s).

11. No student shall leave the examination room before being allowed to do so and shall remain seated until being allowed to leave the examination room. Rules No. 7 shall apply for student who breach this.

12. No examination answer book(s) or paper(s), whether used or unused shall be taken out from the examination room.

13. Should a student require any assistance such as a need to communicate with another student or with the Invigilator, the student is required to raise his/her hand and ask for the Invigilator’s assistance.

14. All answer script(s) must be tied with a thread even if there is only one answer script. No part of the answer booklet(s) should be torn off or separated in any way. Do not insert any torn page(s) into the answer booklet(s).

15. At the end of the examination, students must remain in their seats until their answer scripts have been handed over to the Invigilators. It is the responsibility of the students to ensure that they have handed their answer scripts to the Invigilators. Students cannot leave the examination room until they have been told by the Invigilators that they may leave.

**INSTRUCTION TO STUDENTS**

1. All students shall adhere to the Dress Code of the Tunku Abdul Rahman University College. A student who does not adhere / observe to the Dress Code may be denied entry into the examination room by the Chief Invigilator.

2. Students shall study their examination time-tables very carefully. Any instructions or changes, if any, to the examination time-table will be posted on Division of Examinations and Credit Accumulation and Faculty/Centre Notice Boards, and via the University College intranet.

3. Students shall be at the place of examination at least 10 minutes before the commencement of each examination.

4. After taking their seats, students shall first fill up the attendance slip and place it together with the authorisation slip and Student Registration (ID Card)/Identity Card on the top right hand corner of the table.

5. Students shall not read the question paper until told to do so by the Invigilators. However, students shall check to ensure that the correct question paper is distributed.

6. Students are advised to read carefully the instructions given on the examination question papers before attempting to answer the questions.

7. Any student who, due to illness, wishes to take their Examination in the Quarantine Room must obtain approval from the University College at least 24 hours before the Examination takes place.

8. Students who require any special arrangement/equipment must obtain approval from their respective Faculty.

9. Students who are unable to take the examination due to illness or any other reasons e.g. late for examination, miss sitting an examination etc., and who wish the Board of Examiners to consider their cases should submit a written letter together with relevant evidence to the Division of Examinations and Credit Accumulation with a copy to the Dean of Faculty/Head of Centre within a period of 48 hours after the end of the examination for that paper. In the case of illness, the letter must include a medical report from the doctor.