EXAMINATION RULES AND REGULATIONS

All students are reminded to comply with the examination rules as described below. Failure to do so may result in the student being disallowed to sit for the examination, or be asked to leave the examination room/hall immediately.

Dress Code
1. Students who are found not properly attired according to the University’s Dress Code WILL NOT be admitted into the examination room/hall. Please ensure that you strictly comply with the dress code of the University.
2. Slippers, short skirts/short pants, sleeveless shirts ARE NOT ALLOWED AT ALL.
3. The Chief Invigilator reserves the right to instruct any candidate to change their clothes if it does not comply with the University Dress Code.

Before the Examination
1. Students are NOT ALLOWED to bring any electronic gadgets, including handphones, smart devices, electronic dictionaries/translators or any other electronic gadgets into the examination room/hall (except calculator, if permitted).
2. Students are NOT ALLOWED to bring in pencil cases, any form of paper from outside or any items that are not permitted by the Chief Invigilator.
3. Students are advised to be present at least 15 minutes before an examination starts. Any students, who come 30 minutes after the examination starts, WILL NOT be admitted into the examination room/hall.
4. Students are required to bring along their EXAMINATION SLIP and MATRIC CARD/IDENTITY CARD (IC) to every examination.
5. Students are strictly reminded NOT TO WRITE ANY NOTES OR SYMBOLS ON THE EXAMINATION SLIP either related or non-related to the examination.
6. Valuables such as purse/wallet should always remain kept on the floor under the table. The University will not be responsible for the loss of any belongings, within or outside the examination room/hall.

During the Examination
1. When entering the examination room/hall, please be silent and take your seat quietly. Students are not allowed to talk to each other.
2. Students must sit according to their assigned seat-number. Please take note of your seat number and venue for each examination. The list will be posted in faculty website, Morpheus course sites and at certain main notice boards at the Faculty. For courses that have more than one group, the sitting arrangements are based on the group.
3. Students are not permitted to leave the examination room/hall during the first 30 minutes after the examination has started and the last 15 minutes before the end of the examination.
4. Students MUST NOT turn over or start to read the examination paper until told to do so.
5. Students are required to place the examination slip and matric card/identity card at the top right corner of their desk for the verification of identity during the examination.
6. Students are strictly reminded NOT TO WRITE ANY NOTES OR SYMBOLS ON THE EXAMINATION SLIP either related or non-related to the examination.
7. Permission to use the toilet will only be given to one student at any one time.
8. Each student is given five (5) minutes to visit the toilet and only once for each examination. The student must leave his/her jacket (if any), empty his/her pockets, and leave his/her wallet (if any) under the table before going to the toilet. Permission to use the toilet during examination is upon approval of the Chief Invigilator.
9. Students are responsible to ensure that their answer scripts are submitted at the end of the examination. If you are present for the examination and does not submit his/her answer script, the student will be deemed to have sat for and failed that examination.

10. At the end of the examination, students are required to stop writing immediately and remain seated silently while the answer scripts are being collected and counted.

11. Students are not allowed to communicate with other candidates or give or receive any items that can be considered as cheating (this includes the time when answer scripts are being collected).

12. Students who are caught or suspected of cheating in the examination are liable for disciplinary action. All materials which are found to violate any examination rules and regulations will be confiscated.

13. Students must obey all instructions given by the Chief Invigilator at all times.

**Students Absent From the Examination**

1. If a student has registered for a course but does not attend the examination, the student shall be deemed to have sat for and failed the examination unless the Faculty concerned is satisfied that there is a sufficiently good reason for his/her absence from the examination.

2. Students who are absent due to health or other emergency cases should send official supporting document(s) to the Dean or Deputy Dean (Undergraduate) no later than 48 hours after the examination has been conducted.

**Toilet Break**

1. Students are advised to visit the toilet BEFORE the examination begins.

2. Only ONE student is allowed to use the toilet at any one time during the examination.

3. Maximum length for toilet break is **FIVE (5) MINUTES** only.

4. A student may visit the toilet only **ONCE** for each examination.

5. To request for permission for toilet break, the following procedure is observed:
   a. Student raises his/her hand up.
   b. The invigilator will approach the student and will write down the student matric number and time-out in a form.
   c. The student must leave his/her jacket (if any), empty his/her pockets, and leave his/her wallet (if any) under the table.
   d. When the student returns, the invigilator writes down the time-in and signs the form.
   e. No other students are allowed to leave the venue as long as the student has not returned to his/her seat yet.

**Note:**

**ALL STUDENTS ARE NOT ALLOWED TO BRING IN THEIR HANDPHONES OR ANY ELECTRONIC DEVICES EXCEPT A CALCULATOR* TO THE EXAMINATION ROOM/HALL. ANYONE FOUND TO BE IN POSSESSION OF ANY ELECTRONIC DEVICES WILL BE APPREHENDED AND THE GADGET SHALL BE CONFISCATED.**

The University will not be responsible for the loss of any belongings, within or outside the examination room/hall.

*Only if permitted*
Final Examination Advisory

Examination Day Checklist

☑ Exam Slip
☑ Matric card/ Identity Card (IC)
☑ Pens, pencils, erasers and rulers

ITEMS NOT ALLOWED in the Examination Hall

☒ Any electronic gadgets including handphone, smart device, electronic dictionary/translator (exception for calculator, if permitted)
☒ Pencil case
☒ Any piece of paper from outside or any items that are not allowed by the invigilator

Examination Advice

NO ELECTRONIC GADGETS DURING EXAMINATION

HANDBAGS/POUCHES/CLUTCHES ARE NOT RECOMMENDED TO BE BROUGHT INTO EXAMINATION ROOM/HALL

PLEASE LOCK YOUR BAGS DURING EXAMINATION
You may put your electronic gadgets in a clear plastic bag* labelled with your name, matric number and handphone number. Then place the bag at a location in front of the examination room/hall as instructed by the Chief Invigilator.
*Students must prepare their own clear plastic bags

Please note that:
Items are left at your own risk.
The University will not be responsible for the loss of any belongings, within or outside the examination room/hall.