

EXAMINATION NOTICE **(JANUARY 2012 SEMESTER)**

1. Application for Change of Examination Centre

Students who not able to sit for the examination at the designated examination centre, are allowed to apply for change of examination centre.

Application for Change of Examination Centre **MUST be done** THREE (3) weeks before the commencement of the examination period (i.e. **by 7th May 2012**). Applications made after the stipulated period will **NOT be accepted**.

Students are required to apply via the Regional Office on the prescribed form and make payment accordingly (RM 50 per course). This fee is non-refundable and cannot be carried forward.

2. Examination Notification Slip and Result Notification Slip

Kindly be reminded that students **MUST print their own** Examination Notification Slip and **bring it** to the examination hall for verification purposes.

The **Examination Notification Slip** will be made available to students beginning Week 17 of the semester (i.e. **11th May 2012 onwards**) on Student Portal (<https://my.wou.edu.my/>). No hardcopy of the Examination Notification Slip will be posted out to students.

Similarly, after the release of examination results, students who require a hardcopy of the **Result Notification Slip** are advised **to print their own** copies at Student Portal (<https://my.wou.edu.my/>). No hardcopy of the Result Notification Slip will be posted out to students.

Students are hereby alerted on this matter and are required to take the necessary actions accordingly.

3. Attire for Examinations

As venues for examinations have their own dress code practices, students are required to dress appropriately in order to avoid the risk of being barred entry into these premises. The use of shorts and slippers are not allowed.

Students who fail to abide by the above, risk being barred from entering the examination venues.

4. Parking during Examinations

Students are reminded **NOT to park** their cars in lots designated for directors / heads of department.

5. Hand Phones

The usage of hand phone is strictly prohibited during the examination and is against the Examination Regulations. Students are hereby reminded that hand phones **MUST be switched off and kept in the bag at the designated area.**

6. Food and Beverages

Food and beverages are NOT to be brought into the examination venue. Only **plain drinking water** may be allowed (without any external casings).

7. Answering more than the Required Number of Questions

Where a student answers more than the required number of questions in an assignment / examination, **only the first required number** will be marked by the examiner.

8. Application for Appeal against Course Results

Application for Appeal against Course Results **MUST be done** within TWO (2) weeks after the official announcement of examination grades via Student Portal (i.e. **by 29th July 2012**).

Students are required to apply via the Regional Office on the prescribed form and make payment accordingly (RM 75 per course).

9. Registration for Supplementary Examination

Students who received **AR/FR grade for undergraduate courses** and **D/E/AR/FR grade for postgraduate courses** are permitted to sit for the Supplementary Examination which is to be held in the Week 7 of the following semester (i.e. **27th August – 2nd September 2012**).

Registration for Supplementary Examination **MUST be done** within TWO (2) weeks after the official announcement of examination grades via Student Portal (i.e. **by 29th July 2012**).

Students are required to register via the Regional Office on the prescribed form and make payment accordingly (RM 200 per course). This fee is non-refundable and cannot be carried forward.

10. Examination Instructions to Candidates

Students are strongly advised to read carefully the attached copy of **Examination Instructions to Candidates**.

REGISTRAR