

Examination Instructions to Candidates

1. Candidates must take note of details in the examination timetable such as date, time and venue for their respective examination papers. Misreading of the examination timetable cannot be accepted as a reason for failure to attend an examination and candidates will be given a “Fail” grade.
2. Candidates must be punctual for their examination and must bring their Identity Card, Student Card and Examination Slip. Candidates without an Examination Slip will not be admitted into the examination hall until their eligibility to sit for the examination has been verified. Candidates without an Identity Card will have to convince the Chief Invigilator/Invigilator of their identity. Candidates will not be allowed to sit for the examination paper of a course not listed in the candidate’s Examination Slip.
3. Candidates are not allowed to enter the examination hall until the Invigilator on duty gives the signal to do so. Normally, candidates are allowed to enter 10 minutes before the examination commences. Upon entering the hall, candidates are to proceed to their seats in a quiet and orderly manner. Candidates who are more than half an hour late will not be permitted to enter the examination hall.
4. Upon taking their respective seats, candidates are required to :
 - (a) complete the Attendance form and place it at the top right hand corner of their desk.
 - (b) place their Identity Card and Examination Slip on top of the completed Attendance Form. The Attendance Form will be collected by an invigilator. Candidates are reminded to keep their Identity Card and Examination Slip after they have been checked.
5. Candidates are to write down their Index Number in words and figures on the cover of their answer booklet or OMR forms/graph papers (if used). Candidates are not to write their names or Student ID numbers on any answer scripts.
6. Examiners will not mark the answer scripts of candidates who fail to write their Index Number or who write their Index Number wrongly on their answer booklet/OMR forms and these candidates will not receive any marks.
7. Candidates are reminded to observe all instructions stated on the cover of their answer booklet. Paper for rough work will not be supplied. All rough work may only be done on the question paper or in the answer booklet and candidates should strike out what they do not wish to be marked. Extra answer booklets will be supplied upon request. Candidates are not allowed to remove any answer booklet, whether used or unused, from the examination hall.

8. Books, documents, notes or pictures, except materials authorised by the examiner, cannot be brought into the examination hall. In the examination hall, candidates may be supplied with books, papers, documents, pictures or any other material authorised by the Dean upon advice by the Internal Examiner.
9. Candidates are not allowed to smoke in the examination hall.
10. Candidates are not allowed to bring into the examination hall any bags, handphones, wallets/purses, pencil cases, geometrical instrument cases or any other containers/cases. Calculators (without the casings) may be brought into the examination hall if authorised by the Internal Examiner. **All mobile phones must be switched off before you enter the examination hall and kept in your bags.**
Candidates may only bring in pens, pencils and any authorised writing materials.
11. Candidates are not allowed to communicate with one another during the examination, whether verbally or through any other means. Should a candidate wish to communicate with the invigilator, he/she should raise his/her hand.
12. The Chief Invigilator/Invigilator on duty will give a clear signal to indicate that the examination has ended. As soon as this signal is given, all candidates must stop writing.
13. Candidates are responsible for tying their answer booklets [if necessary] and are to remain at their respective seats until their answer scripts have been collected by the invigilator. Candidates are only allowed to leave the examination hall upon notification by the Chief Invigilator/Invigilator.
14. Candidates are not allowed to leave the examination hall in the first 30 minutes and the last 15 minutes of the examination.
15. Candidates who fall ill during an examination must report their illness to the invigilator on duty in the examination hall as soon as possible.
16. Candidates who are unable to sit for any examination for which they are registered have to state [in writing] to the Registrar via the Regional Office on prescribed forms the reasons for their absence from the examination, supported by valid documents within **seven (7) days** from the end of the said examination paper. Failure to do so will be taken to mean that the candidate does not have any valid reason and the candidate will, therefore, be likely to be awarded a 'Fail' grade for the paper (F* - Absent from examination without valid reason).
17. If a candidate is found to have copied/cheated or is found to be in possession of unauthorised materials in the examination hall, disciplinary action will be taken against the candidate. Candidates suspected of copying/cheating can be expelled from the University.

18. Candidates who fail to attend all their examination papers without any valid reason acceptable to the University Examination Council or without the prior approval of the University will be deemed to have failed the whole examination and can be deregistered as a student of the University.
19. Where a student answers more than the required number of questions in an examination, only the first required number will be marked by the examiner.
20. 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. Please be advised that the use of shorts and slippers are not allowed.