

## **REGULATIONS FOR FINAL EXAMINATION**

### **FULLTIME DEGREE PROGRAMME**

*(UTM Academic Regulations, Part VII, Item 5 (Final Examination))*

- 5.1. Students are advised to be at the designated Examination Hall as stipulated in the examination schedule no later than FIFTEEN (15) minutes before the examination begins
- 5.2. Students, with the chief invigilator's permission, are allowed to enter the Examination Hall FIFTEEN (15) minutes before the examination begins. Students should enter the room in an orderly manner.
- 5.3. Students who arrive no later than THIRTY (30) minutes after the examination begins will be allowed to sit for the examination but there will be no time extension given for the examination.
- 5.4. Students who arrive THIRTY (30) minutes or more after the examination begins will not be allowed to enter the Examination Hall and take the examination.
- 5.5. Students are not allowed to leave the Examination Hall within the first THIRTY (30) minutes after the examination begins and FIFTEEN (15) minutes before the examination ends. If a student needs to temporarily leave the Examination Hall between the time stated above, he/she will have to seek permission from an Invigilator. The Invigilator will record the student's name and time of exit and entry
- 5.6. Students are required to bring **Slip Exam** and **Matric Card or MyKad/passport** to the Examination Hall and place these documents on the top right-hand corner of their tables to be checked by the Invigilator.
- 5.7. Students who do not have their slip exam and student matric card or MyKad/passport will not be allowed to take the examination unless written consent is obtained from the examination supervisor.)

**5.8 Students are not allowed to:**

**5.8.1 bring into the Examination Hall any books, dictionaries, papers, pictures, notes, equipment with written texts, programmable calculators, communication devices (handphones/smartphones, tablets, smart watches and other electronic communication devices) or any other equipment unless they are allowed by the chief invigilator,**

5.8.2 receive any of the Item in 5.8.1 from anyone while sitting in the Examination Hall.

5.9 Students must adhere to all instructions given by the chief invigilator in the Examination Hall.

5.10 FIFTEEN (15) minutes before the examination begins, students are allowed to do the following:

5.10.1 fill in the attendance slip and the information required on the front page of the answer booklets and/or scripts; and

5.10.2 read the examination questions without making any notes.

5.11 Students must write their name, matric number/MyKad/ISID number, course code, section and programmed as well as other required information on each answer booklet/script or on any attachment used

5.12 Students must read the instructions carefully and follow the printed instructions on the cover of the answer booklet/script.

5.13 Students must ensure that they are given the correct examination paper and have the required number of pages before answering the examination questions.

5.14 If there is any mistake, students must inform the Invigilator immediately.

5.15 Any related examination work (notes, scribbles) must be done in the answer booklet/script. Pages from these answer booklets/scripts should not be torn.

5.16 Used, spoilt or unused answer booklets/scripts cannot be taken out of the Examination Hall.

5.17 Students are not allowed to communicate with other students during the examination.

5.18 Students are not allowed to eat in the Examination Hall.

- 5.19 At the end of the examination, students must ensure that their answer booklet/script (except unused answer booklets/scripts and/or scribbles) is organized and tied neatly according to the instruction given before handing it to the Invigilator.
- 5.20 Students must remain seated after the examination is over and will only be allowed to leave the Examination Hall after being instructed by the chief invigilator.
- 5.21 Students are not allowed to begin answering the examination questions before the starting time or continue writing after the examination time is over.
- 5.22 Students must enter and leave the Examination Hall in an orderly manner.
- 5.23 Students are prohibited from referring to and/or using any references inside or outside the Examination Hall during the examination except for material that is allowed by the chief invigilator.
- 5.24 Students must not give or receive any assistance from other students or other parties in relation to the examination during the examination unless allowed by the chief invigilator.
- 5.25 Students must return all tools or documents supplied for the purpose of the examination (if any) to the Invigilator at the end of the examination
- 5.26 Students who have been found to violate the rules and regulations of the final examinations and are found guilty will be given a written warning by the Faculty Academic Committee and the offence will be recorded in the student's personal files.

*(UTM Academic Regulations, Part VII, Item 5 (Final Examination))*