

**FINAL EXAMINATION CONDUCT**  
**EXCERPT FROM ACADEMIC GUIDELINES FOR FULL-TIME UNDERGRADUATE PROGRAMME**

**4.0 FINAL EXAMINATION CONDUCT**

- 4.1 Students are advised to be at the designated examination hall/room as stipulated in the examination schedule no later than FIFTEEN (15) minutes before the examination begins.
- 4.2 Students with the chief invigilator's permission are allowed to enter the examination hall/room FIFTEEN (15) minutes before the examination begins. Students should enter the room in an orderly manner.
- 4.3 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.
- 4.4 Students who arrive THIRTY (30) minutes or more after the examination begins will not be allowed to take the examination.
- 4.5 Students are not allowed to leave the examination hall/room 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/room between the times stated above, he/she will have to seek permission from an invigilator.
- 4.6 Students are required to bring: a. course registration slip; and b. student matric card or "MyKad"/passport; to the examination hall/room and place these items on the top right hand corner of the student's table to be checked by the invigilator.
- 4.7 Students who do not have their course registration slip and student matric card or "MyKad"/passport will not be allowed to take the examination unless written consent is obtained from the examination supervisor. ACADEMIC GUIDELINES 20
- 4.8 Students are not allowed to bring into the examination hall/room any books, dictionaries, papers, pictures, notes, equipment with written texts, programmable calculators, communication equipment or any other equipment unless they are allowed by the chief invigilator. Students are also not allowed to receive any of these items from anyone in the examination hall/room unless they are given by the invigilator as permitted by the Vice-Chancellor or recommended by the Faculty Examination Committee.
- 4.9 Any item lent to the student has to be returned to the invigilator at the end of the examination.
- 4.10 Students must adhere to all instructions given by the chief invigilator in the examination hall/room from time to time.
- 4.11 FIFTEEN (15) minutes before the examination begins, student are required to do the following: (a) fill the attendance slip and the information required on the front page of the answer booklets/scripts; and (b) read the examination questions without making any notes.
- 4.12 Students must write their name, "MyKad"/ passport number, course code, section and programme as well as other required information on each answer booklet/script or any attachments used.

- 4.13 Students must read the instructions carefully and follow the printed instructions on the cover of the answer booklet/script.
- 4.14 Students must ensure that they are given the correct examination paper and have the required number of pages before answering the examination questions. If there are mistakes, students must inform the invigilator immediately.
- 4.15 Any related examination work (notes, scribbles) must be done in the answer booklet/script. Pages from these answer booklets/scripts should not be torn.
- 4.16 Used, spoilt or unused answer booklets/scripts cannot be taken out of the examination hall/room.
- 4.17 Students are not allowed to communicate with other students during the examination.
- 4.18 Students are not allowed to eat/smoke in the the examination hall/room.
- 4.19 At the end of the examination, students must ensure that their answer booklet/script (except unused answer booklets/scripts and/ or scribbles) is organised and tied neatly according to instruction, together with the first copy of the student attendance slip before handing it to the invigilator.
- 4.20 Students must remain seated after the examination is over and will only be allowed to leave the examination hall/room after being instructed by the chief invigilator.
- 4.21 Students are not allowed to begin answering the examination questions before the starting time or continue writing after the examination time is over. ACADEMIC GUIDELINES 21
- 4.22 Students must enter and leave the examination hall/room in an orderly manner.
- 4.23 Students are prohibited from referring to and/ or using any references inside or outside the examination hall/room during the examination unless allowed by the chief invigilator.
- 4.24 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.

## **5.0 EXAMINATION MISCONDUCT**

- 5.1 Students shall not be involved in any of the following examination misconduct: (a) give/receive/own any electronic, printed or other forms of information that is not allowed during the examination whether it is inside/outside the examination hall unless allowed by the chief invigilator; or (b) use the obtained information as listed above for the purpose of answering the examination questions; (c) cheat, attempt to cheat or act in a manner that is construed as cheating during an examination; or (d) other misconduct as stated by the University.

## **6.0 PENALTY**

- 6.1 If a student has violated the rules and regulations of the examination and is found guilty by the Faculty Examination Committee, the Senate can take any of the following actions: (a) award ZERO (0) mark for the course (inclusive of coursework); or (b) award ZERO (0) marks for all the courses registered in that semester.

- 6.2 Students who have been found to violate the rules and regulations of the examinations for the second time will be dealt with the Universities and University Colleges Act, 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules, 1999.