

CE/CZ1005 DIGITAL LOGIC

IMPORTANT INFORMATION CONCERNING LABORATORY EXPERIMENTS

**FOR YOUR OWN SAFETY, DO NOT WEAR SLIPPERS
(OR FOOTWEAR THAT EXPOSE YOUR FEET TO
POSSIBLE INJURY) TO LAB CLASSES**

1. **Assessment and Quiz** will be conducted at the end of each experiment.
2. **Laboratory classes are compulsory.** Students who (a) miss a scheduled lab class or (b) arrive at the lab 30 minutes late without a valid reason are deemed to be absent. Such students will NOT be permitted to make up for the lab class missed and will receive zero mark for that lab.
3. **A valid medical certificate or approved leave of absence** must be shown to the lab technicians if a student is unable to attend a scheduled lab class. The student must make up as soon as possible for the lab experiment and quiz; otherwise he/she will receive zero mark for that lab.
4. **The attendance records maintained in the lab** will be used to determine the students' attendance. It is the student's responsibility to sign his/her attendance for every lab class.
5. **Students are required to read through the relevant laboratory materials in advance.** Students may utilize free access time slots to conduct the experiments prior to the actual lab experiment. This free access will only begin after the first experiment as many students are yet to be familiar with the hardware equipment and software system.
6. Students who do not manage to complete the experiment within the class duration may return to the lab to complete it during free access.
7. **Warning letters**, where necessary will be sent to the student's NTU email account. No excuse will be accepted for not reading it.
8. A student who is absent without a valid reason for the **FIRST** time, may email the Course Coordinator for permission to make up for the lab class. The student may only obtain the quiz marks but not the assessment marks for that lab. No permission will be granted for subsequent absence without valid reason.