

Universiti Tunku Abdul Rahman

Regulation VI

EXAMINATION INSTRUCTIONS TO CANDIDATES

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Regulation :-

Short Title & Commencement

1. This Regulation may be cited as the **Examination Instructions to Candidates** Regulation and shall come into force as from the date of incorporation of the University. This Regulation shall apply to all examinations which include any manners or methods of assessment or evaluation which result in a mark or a grade for a specific programme.

*Amended on
24 Aug 2020*

General

2. Only candidates who are registered for the course and not disqualified for the examination are admitted to an examination. Disqualification may be due to any one or more of the following :-
 - (a) there remains unpaid fees due to the University;
 - (b) failure or neglect to attend programme of study to the satisfaction of the Dean of the Faculty/Institute;
 - (c) failure or neglect to fulfill such other conditions stipulated by the Faculty/Institute or the University.
3. Candidates are advised to go through the examination time-table carefully. Any additional instructions or changes to the time-table will be displayed on the notice boards or via other forms of notifications as determined by the University.
4. Candidates are required to have the Student Identity Cards and the Authorisation Slip as a proof of eligibility to sit for the examination unless otherwise specified by the University.
5. Candidates shall not be permitted to sit for their examination if they appear thirty minutes after the commencement of an examination.

*Amended on
7 June 2016*

*Amended on
12 Oct 2010
and
7 June 2016*

*Amended on
12 Oct 2010*

*Amended on
24 Aug 2020*

Entry into the Physical Examination Venue

Amended on
24 Aug 2020

6. Students are reminded that it is essential in all examinations that candidates must have with them their authorisation slips and student cards to be allowed to enter the examination venue to sit for their papers.
7. Candidates should be at the place of examination before the commencement of each examination as they will normally be allowed into the examination venue fifteen (15) minutes before the commencement.

Amended on
9 Aug 2011

Conduct In the Physical Examination Venue

Amended on
24 Aug 2020

8. Candidates must have with them their examination authorisation slips and student cards during the examination. Candidates without authorisation slips will not be allowed to take the examination until their eligibility to take the examination has been established. Candidates are reminded that no notes, formulae etc. are to be written on the slips at all.
9. A candidate shall not be allowed to sit for the examination if he arrives at the examination venue after the first thirty (30) minutes of the examination.
10. No candidate is allowed to leave the examination venue within the first 30 minutes after the commencement of the examination and during the last thirty (30) minutes of an examination.
11. Any candidate who leaves the examination venue for toilet must be accompanied by an invigilator or authorised staff, otherwise they shall not be readmitted to the examination venue.
12. Candidates must act in accordance with any instructions issued by the invigilators.
13. No candidate shall:
 - (a) take any books, documents, papers, photographs, pictures, bags, pencil cases, spectacle cases, personal organizers, cover of a calculator, equipment, other electronic communication devices except mobile phone and smart watch, or other things except those authorized by the examiner into or out of an examination venue, except that a candidate may, while he is in the examination venue, receive from the invigilator such books, papers, documents, pictures or other things which have been recommended by the examiner or the Board of Examiners, and authorized by the President;

Amended on
2 Feb 2010

Amended on
3 Mar 2020

- (b) write or have it written by another person, any information or diagram which may be relevant to the examination he is sitting for, on the examination authorisation slips, his hand or any part of his body, or his apparel or clothing;
- (c) communicate with any other candidate during an examination by whatever means. A candidate is to raise his hand if he wishes to communicate with invigilators;
- (d) cheat or attempt to cheat or conduct himself in a manner which can be construed as cheating or attempting to cheat in an examination while the examination is being conducted or collude with another person with an intention to cheat;
- (e) receive from any other person other than the invigilators or have in his possession in the examination venue any material relevant to the examination he is sitting for;
- (f) bring in an electronic calculator unless by the examiner. The examiner shall specify the type of calculators permitted for a particular examination.

An electronic calculator is defined as an electronic device capable of processing, storing or retrieving information which has the primary purpose of mathematical calculation. Any calculator permitted to be taken into an examination venue must not make use of an audible alarm or facilities for 'wireless' transmission or reception of information.

- (g) cause disturbance in or around an examination room or hall; or
- (h) contravene or fail to comply with any instruction of the President, the Chief Invigilator or Invigilator.
- (i) eat or smoke in any examination venue when an examination is in progress.
- (j) switch on his mobile phone and smart watch while in the examination venue. The mobile phone, personal wallet and smart watch are to be placed on the floor below his examination table. Candidates are not allowed to bring along their mobile phone and smart watch from the examination venue when they leave temporarily to go to the toilet.
- (k) leave his seat without the permission of an invigilator. Candidates must take their seats within the block of desks allocated to them.

*Amended on
6 Oct 2015,
4 July 2019,
and
3 Mar 2020*

*Amended on
21 Apr 2016*

14. After taking their seats, candidates should fill up the attendance slip and place it together with their authorisation slips and student cards on the top right-hand corner of their desks, which are to remain there throughout the examinations.

15. (1) Candidates must write their index numbers on each answer booklet and paper used. For the first answer booklet, the index number must be written in both words and figures.

Example

Index No. : <u>U One One One Two Three ABCS</u>	<u>U11123ABCS</u>
(in words)	(in figures)

- (2) For subsequent answer booklets, the index number in figures would suffice. Candidates must not write their names on the answer booklet(s) or paper(s) used. Candidates must write the number of the questions they have attempted on the cover of the First answer booklet.
16. An announcement will be made to candidates that they may start the examination. Candidates must stop writing immediately when the end of the examination is announced.
17. All work, including rough work, must be done in the answer booklets provided. Do not remove any pages from the answer booklet or add unauthorised papers to the answer booklet. Additional sheets of paper, such as graph paper and drawings, must be clearly written with student's index no. and tied to the relevant answer booklet.
18. At the end of the examination, all answer scripts must be tied with a thread even if there is only one answer booklet and candidates must remain in their seats until their answer scripts have been handed over to the invigilators. It is the responsibility of the candidates to ensure that they have handed their answer scripts to the invigilators. Candidates cannot leave the examination venue until they have received the invigilator's instructions to leave.
19. It is a serious offence for candidates to take any used or unused answer booklet(s); paper(s); any other examination materials or examination aids provided by the University out of the examination venue.
20. Disciplinary action will be taken against any candidate who is found cheating or being dishonest or disobeying any instruction given by the invigilator.
21. Any candidate who, due to illness, wishes to take his examination in the Special Room of the University must obtain approval from the University at least one (1) working day before the examination takes place.

Conduct during Remote Examination

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24 Aug 2020

- 21A. The Remote Examination can be conducted by way of:
- (a) Time Restricted Examination (TR)- should be in the form of open book;
 - (b) Online Examination (OE) with proctoring;
- 21B. The Remote Examination shall be considered as an individual assessment where candidates shall complete the Remote Examination with their own effort.
- 21C. Candidates shall submit their works/ answers within the due date or time set by the examiner and/or invigilator.

Time Restricted Examination

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24 Aug 2020

- 21D. No candidate shall:
- (a) communicate or discuss with any other candidates or others people during a Remote examination by whatever means. A candidate shall report to the examiner for any issues encountered by him/ her immediately throughout the examination;
 - (b) contravene or fail to comply with the instructions given by the examiner and the University from time to time throughout the examination;
 - (c) use the work of other people without proper reference or citation, or claiming that as his own work or ideas. Students are usually allowed to refer to any or certain materials as decided by the examiner for reference only;
 - (d) whether intentionally or unintentionally, share out the Question Paper or their work or their answer scripts through any channels. The candidates shall proactively protect the Question Paper or their work or their answer scripts without it being used/ copied by others throughout the examination duration and after the submission due time / date;
 - (e) submit their works/ answers using other's email accounts or student's other email accounts or in manner other than the instruction given except authorized by the examiner;
 - (f) have professional agencies or others (paid or unpaid ghost-writer etc.) to complete the examination on behalf;

- (g) collude with others including course mates, lecturers, friends, relatives, siblings and parents;
 - (h) inappropriately use resources that lead to copyright infringement;
 - (i) commit any plagiarism act which shall be considered as cheating;
 - (j) cheat or attempt to cheat or conduct in a manner which can be construed as cheating or attempting to cheat in an examination while the examination is being conducted.
- 21E. It is the responsibility of the candidates to ensure that they have submitted their works/ answers in accordance to the instruction given by the examiner.
- 21F. Disciplinary action will be taken against any candidate who is found cheating or being dishonest or disobeying any instruction given by the examiner.

Amended on
24 Aug 2020

Online Examination

21G. No candidate shall:

- (a) communicate or discuss with any other candidates or others people during a Online examination by whatever means. A candidate is to raise his hand if he wishes to communicate with invigilator. A candidate shall report to the invigilator or examiner for any issues encountered by him / her immediately throughout the examination;
- (b) contravene or fails to comply with the instructions given by the invigilators, examiner and the University from time to time throughout the examination;
- (c) refer to any materials including, but not limited to, lecture notes/ course materials, books, documents, papers, internet resources, other electronic communication devices or other things except authorized by the examiner.
- (d) whether intentionally or unintentionally, share out the Question Paper or their work or their answer scripts through any channels. The candidates shall proactively protect the Question Paper or their work or their answer scripts without it being used / copied by others throughout the examination duration and after the submission due time/ date;
- (e) submit their works/ answers using other's email accounts or student's other email accounts or in manner other than the instruction given except authorized by the examiner;

- (f) have professional agencies or others (paid or unpaid ghost-writer etc.) to complete the examination on behalf;
 - (g) collude with others including course mates, lecturers, friends, relatives, siblings and parents;
 - (h) inappropriately use resources that lead to copyright infringement;
 - (i) commit any plagiarism act which shall be considered as cheating;
 - (j) cheat or attempt to cheat or conduct in a manner which can be construed as cheating or attempting to cheat in an examination while the examination is being conducted.
- 21H. An announcement will be made to candidates that they may start the examination. Candidates must stop writing immediately when the end of the examination is announced.
- 21I. It is the responsibility of the candidates to ensure that they have submitted their work/answers to the invigilators. Candidates cannot leave the examination venue until they have received the invigilator's instructions to leave.
- 21J. Disciplinary action will be taken against any candidate who is found cheating or being dishonest or disobeying any instruction given by the invigilator.

Disciplinary Action

22. (a) Any act of cheating or attempt to cheat, or any act to cause or attempt to cause leakage of examination questions or part thereof is a serious offence.
- (b) In addition to paragraph (a) above, any student who commits a breach of this Regulation or such other Rules and Regulations relating to University examinations shall face disciplinary action pursuant to the University's Students' Code of Conduct which include all applicable procedures relating thereto. The maximum penalty that can be imposed therein is dismissal from the University.