

# **IMPORTANT EXAM ANNOUNCEMENT**

Exams begin on Monday, 14th April 2025. Please carefully read and follow these guidelines:

#### 1. Timetables:

Check the notice boards for your exam timetable. Take note of the dates, times, and locations of your exams.

### 2. Arrival Time:

Arrive 15 minutes before the exam starts. Late arrivals beyond 30 minutes will NOT be allowed unless authorized by the Faculty Dean or Academic Registrar. No extra time will be given to latecomers.

#### 3. Exam Permits & IDs:

You MUST present a physical (hard copy) of your Exam Permit and a valid Student ID to enter the exam room. Forgery will result in a \$200 penalty.

## 4. Prohibited Items:

Mobile phones, earphones/headphones, smart watches are NOT allowed inside the exam room!

## 5. During the Exam:

You are not allowed to leave the room during the first hour or the last 30 minutes of the exam, except in emergencies.

## 6. Cheating & Malpractice:

Any malpractice will result in cancellation of your exams, confiscation of your answer booklet, a signed malpractice form, and your removal from the exam room.

#### 7. Bathroom Breaks:

Bathroom breaks are NOT allowed during the exam except in a genuine emergency.

Let's all work together for a smooth and fair examination process.

Good luck with your exams!