



DK193(P)

**MAHSA**  
INTERNATIONAL COLLEGE  
— PENANG —

# **EXAMINATION RULES AND REGULATIONS**

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## **1. INTRODUCTION**

MAHSA International College, Penang (MICP) Examination Rules and Regulations have been formulated with a view to putting into place a credible and efficient system for the conduct of School of Business examinations for the Bachelor of Business Administration program for upcoming cohort.

These rules and regulations, covering the different aspects of the examination process, are to ensure the smooth and orderly conduct of the examinations as well as to safeguard the security and integrity of college examinations.

All staff are required to familiarise themselves with these rules and regulations to enable them to carry out their duties and responsibilities as examiners and invigilators effectively.

These rules and regulations may be amended by the certificate awarding college as deemed necessary from time to time.

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## **2. GENERAL INFORMATION**

### **i. Purpose**

This procedure provides guidelines in general information of examination rules and regulation.

### **ii. Scope**

This procedure is applicable to all general information pertain to examination.

### **iii. Procedure**

#### **1. Examination Venue**

Examinations shall be held at examination halls as specified in the Examination Timetable, prepared by the Examinations Unit and displayed on E-Portal. The Examinations unit is responsible for the handling and bookings of the exam hall. Handling of keys, arrangement of chairs and maintenance of the exam hall are the responsibility for the maintenance unit.

#### **2. Invigilation Regulations**

Invigilators shall be appointed by the Programme Director to supervise the candidates for the duration of the examination. The number of Invigilators for each examination hall is to be determined by the Programme Director's office based on the number of candidates. Examination Assistants may be appointed to assist the Invigilators; their main duties are to help distribute answer booklet and specific authorised materials as directed by the Invigilator at the start of the examination and to collect the unused answer booklet and specific authorised materials at the end of the examination. At the start, one answer book shall be given to each candidate. Only answer booklet specification which has been determined by the Examinations Unit for a particular examination shall be used.

#### **3. Identification**

Officers permitted to enter the examination hall are as follows:

- a) Chief Invigilator (Blue Tag)
- b) Invigilator(s) on duty (Green Tag)
- c) Head of Department / Examiner(s) in charge (White Tag)
- d) Examination Assistant(s) (Red Tag)
- e) Visitor(s) (Purple Tag)

Identification tags shall be provided by the Examinations Unit and must be always worn along with the staff identity card at the examination hall.

#### **4. Reference File**

A reference file containing the following shall be prepared and made available at each examination hall by the Examinations Unit.

- a) Examination Timetable.
- b) Invigilation Timetable.
- c) Examination Rules and Regulations Booklet
- d) Entry and Attendance Sheet
- e) Verification of candidate's Identity Form
- f) Chief Invigilator's Report Form
- g) Instruction to be read by Chief Invigilator
- h) Seating Arrangement by College Registration Number (URN)

#### **5. Question Papers**

The Examination Unit will receive the encrypted question paper from the Programme Director's Office via email. The password for the question paper will be released by the Programme Director entered by the Chief Invigilator and the papers are printed in the presence of examination unit personal. The printed question papers are sealed, labelled and stored in the strong room.

#### **6. Answer booklet**

At the end of the examination the Chief Invigilator with the help of the Invigilator(s) shall count and confirm that the total number of answer booklet and question papers collected tally with the total number of candidates who sat for the examination. Examination Assistant will help seal the answer papers in the authorised envelopes with one set of question paper in the presence of Chief Invigilator. The sealed envelopes will then be transferred to the strong room by the Chief Invigilator. The answer booklet will then be decoded by the Examination unit or an appointed staff and prepared for centralized marking done in a specified area. All entry and exit to the room are closely monitored and restricted only to authorized staff.

#### **7. Seating Arrangements**

All examination desks shall be numbered. Candidates are required to sit at the desks allocated to them by the Examinations Unit, unless otherwise the case.

#### **8. Medical Services**

If any medical treatment is required while the examination is in progress, the Chief Invigilator / Invigilator on duty must immediately contact the Programme Director.

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#### **9. Miscellaneous Materials / Stationery Provided**

The following materials shall be provided at each examination hall by the Examinations Unit for the use of examination purpose.

- a) Pen and pencil
- b) Paper clips
- c) Pair of Scissors
- d) Wall clock
- e) Stapler and staples
- f) String
- g) Punch hole

#### **10. Additional Information**

Additional information may be obtained from the Examinations Unit.

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### 3. RESPONSIBILITIES AND DUTIES OF INVIGILATORS

#### i. Purpose

- a. This procedure provides guidelines in responsibilities and duties of invigilators.

#### ii. Scope

- a. This procedure is applicable to all responsibilities and duties of invigilators.

#### iii. Procedure

##### 1. General Information.

All invigilators on duty are responsible to the Programme Director for the smooth running of the examination at the examination hall allocated to them.

The Chief Invigilator / Invigilators must ensure that the examination is always conducted in an orderly manner, and the candidates are always supervised sufficiently during the examination.

They are required to submit complete reports should there be any accident or exceptional incident at the examination venue.

All cases of copying / cheating in the examination must be reported by the Chief Invigilator to the Programme Director, and he/she is **NOT AUTHORISED** to settle any such case using his own judgment.

Invigilators must not bring in personal work, reading material and/or hand phone to the examination hall when invigilation is in progress.

Invigilators **MUST REGULARLY** inspect every candidate, the exam table and its surroundings while the examination is in progress.

Any unrelated form of communication among invigilators as well as between invigilators and other parties are strictly prohibited. The Programme Director's office is always available to help, the main responsibility rests with the Chief Invigilator in charge of the examination hall to coordinate and enforce all rules and regulations and actions taken during the examination. All invigilators must ensure that they do not invigilate any exams in which their relatives are sitting for.

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## 2. Responsibilities of the Chief Invigilator

The responsibilities of the Chief Invigilator are as follows: -

- a) Responsible for overall supervision at the examination hall.
- b) To print encrypted question paper before the start of the examination according to the standard procedure.
- c) In the case of a mistake in the examination paper, the Chief Invigilator will make an announcement to the candidates as soon as the matter has been discussed with the Programme Director.
- d) Responsible for distribution of question papers and giving relevant instructions to Invigilators.

The Chief Invigilator should remain at his station at the examination venue throughout the examination to ensure the Invigilators can get in touch with him / her as and when necessary.

- e) Manage any incident (e.g. misbehaviour, candidate arriving late, copying, illness etc.) that may occur while the examination is in progress.
- f) Receive from the Invigilators attendance sheets that have been filled and verified, submit them to the Examination Unit at the end of the examination.
- g) Hand over all counted answer booklet that have not been collected from the examination hall to the Examinations Officer in the Examinations Unit.
- h) If the total number of answer booklet collected does not tally with the total number of candidates who sat the examination, the Chief Invigilator must report this matter to the Programme Director.
- i) Must submit the report on the conduct of the examination, using the Chief Invigilator's Report Form.

The report form shall be forwarded to the Programme Director through the Examinations Officer.

- j) Carry out other duties related to the examination as directed by the Programme Director.
- k) The Chief Invigilator shall assist in invigilation when necessary. Apart from that, he/she is also required to make periodic inspections at the examination halls of which he/she is in charge.

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### 3. Duties and Responsibilities of Invigilators.

For each examination it is recommended to have at least **ONE** male and **ONE** female invigilator. The duties of Invigilators on duty at each examination hall include the following: -

- a) Report to the Chief Invigilator at the Examination Venue at least 45 minutes before the start of the examination.
- b) Witness the printing of encrypted question papers, receive examination papers that have been assigned, together with the list of candidates registered for the examination, and distribute the question papers as required. The distribution of question papers must be carried out by the Invigilator(s).
- c) Instruct the Examination Assistants on duty to place the examination books / papers and other materials needed for the examination on the candidates' desks.
- d) Signal candidates to enter the examination hall 10-15 minutes before the start of the examination.
- e) Give permission for candidates to leave or enter the examination hall and check candidates to ensure that no unauthorised materials are brought into the examination hall.
- f) Collect the attendance sheets that have been completed by the candidates and check the attendance for the examination papers allotted to them.
- g) Submit the attendance sheet that have been completed and the list of candidates entered for the examination for each paper to the Chief Invigilator to be forwarded to the Examination unit and report the candidates absent to the Chief Invigilator.
- h) Supervise the candidates with care for the duration of the examination.
- i) Exercise close supervision of any candidate allowed to leave the examination hall. A candidate requesting to go to the washroom must be accompanied by an Examination Assistant or the Invigilator of the same gender in person. The invigilator can check that the candidate has not concealed any written material on his or her clothing (e.g. by asking the candidate to empty the pockets). The candidate may be given a body check, if there is any ground for suspicion of mala fide intention.
- j) Report to the Chief Invigilator if a candidate falls sick or is found to be cheating or copying or breaking any of the examination rules and regulations.
- k) Ensure that the candidates promptly stop writing at the end of the examination.
- l) Instruct all candidates to remain seated in their places until all the question papers and answer booklet are collected.
- m) To count the question papers and answer booklet.
- n) Check and ensure that candidates do not take away from the examination hall any answer book / papers or other authorised examination materials.
- o) Give instructions and make announcements to candidates as and when required.

- p) Confirm the identity of candidates who have not brought their College ID Card and Hall Ticket which contains their college Registration number provided by the college. If there is any ambiguity, check the matter with the Examinations Unit for Verification of Candidate's Identity.
- q) Carry out all the duties and responsibilities as instructed by the Chief Invigilator.

#### **4. Stand-By Invigilators**

The stand-by Invigilators who have been appointed by the Programme Director may be called upon to carry out the duties as a Chief Invigilator. / Invigilator on the day and time scheduled to meet with any eventuality.

#### **IMPORTANT NOTES**

##### **I. Removal of Question paper and Answer booklet from the Examination Hall.**

Candidates are not permitted to take question papers and answer booklet out of the examination hall.

##### **II. Falling Sick**

If a candidate falls sick during the examination, but however, manages to complete the examination, this matter shall be considered by the examiner, provided that the candidate has been examined by the authorized doctor and the medical report is submitted to the Examinations Officer within a period of 48 hours of the conduct of the examination. The Examinations Unit shall inform the relevant programme of the matter, as soon as possible.

##### **III. Cancellation or Postponement of Examination**

If a situation arises which in the view of the Chief Invigilator merits the examination be cancelled or postponed, the Chief Invigilator must contact the Programme Director through the Examinations Officer.

##### **IV. Unfair Treatment**

If an Invigilator for an examination is of the view that during the examination a candidate has been subjected to any unfairness, he / she may report the matter to the Programme Director through the Chief Invigilator.

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## **4. EXAMINATION PROCEDURES**

### **i. Purpose**

- a. This procedure provides guidelines in examination procedures.

### **ii. Scope**

- a. This procedure is applicable to examination procedures.

### **iii. Procedure**

#### **1. Basic Arrangements**

The Chief Invigilator. arrives at the examination hall 15 minutes before to ensure that the place is ready for conducting the examination and he gives the instructions that are required to the Invigilators and Examination Assistants. It is to be assumed that the Chief Invigilator. and Invigilators have familiarised themselves with the logistics of the examination hall. Before the start of each examination session, the Examinations Unit with the help of invigilators will confirm that all toilets are inspected, to ensure that there are no materials and notes which may have been concealed by candidates.

#### **2. Printing and Collection of Examination Papers and Stationery**

The Chief Invigilator. collects the question papers and relevant stationery from the Strong Room and deliver to the examination hall.

#### **3. Distribution of Examination Papers and Stationery**

The Chief Invigilator checks the packages of sealed question papers to ensure that the seal is not broken or tampered with. The Chief Invigilator opens the sealed packages in the presence of all the Invigilators. After the question papers have been checked, they are distributed to the Invigilators who will place them face down on each examination desk. The extra question papers must be kept inside the original envelope. In addition to that one answer book, and other authorised stationery / materials required for an examination, must be placed on each examination desk.

#### **4. Entry of Candidates**

Be present outside the Examination Hall at least fifteen (15) minutes prior to the commencement of the examination. Invigilators and Examination Assistants take their position at the entry doors allocated to them 10 minutes before the start of the examination. The Chief Invigilator / Invigilator gives the signal to allow the candidates to enter the examination hall. Candidates are not permitted to bring in books, papers, photographs or other unauthorised materials. Candidates are also not permitted to bring into the examination hall bags, purses, pencil boxes, geometrical boxes and other containers. These materials must

be left outside the examination hall. Calculators (if authorised) may be brought in without their casing.

Mobile phones are not permitted into the examination hall. Candidates are permitted to bring with them only approved stationary and writing materials.

Candidates are permitted to enter the examination hall one by one after showing their Hall Ticket. Those who do not possess their Hall Ticket are referred to the Chief Invigilator who will check the eligibility of the candidates concerned with the Examinations Officer. The candidate may be allowed to proceed with the examination until and unless advised otherwise, after verification with the Examinations Unit.

### **5. Upon Entry into the Examination Hall**

Each candidate takes his / her seat at the examination desk as allocated and proceeds to:

- a) Place the Hall Ticket and Student I.D on top of the desk.
- b) Read the examination paper only after being given permission to do so by the Chief Invigilator / Invigilator.
- c) Read and follow the instruction on the **COVER PAGE OF THE QUESTION-AND-ANSWER BOOKLET SHEET** after being given permission to do so by the Chief Invigilator / Invigilator.

### **6. Before the Start of the Examination**

The Chief Invigilator assigned to an examination hall reads the following announcement as soon as all candidates have taken their places. Students must adhere to the instructions of the invigilators.

“If any candidate has brought into the examination hall any unauthorized printed or written materials or mobile phone, you are required to stand up at your place and hand the materials and / or mobile phone to the Invigilator. I have been directed to inform you that I am required to report to the Programme Director the name of any candidate who is found to copy / cheat or attempts to copy / cheat. The candidate whose name is submitted to the Programme Director will be subjected to disciplinary action at the discretion of Penang International Dental College”

The Invigilator should also remind the candidates regarding other instructions that they must follow during the examination and the instructions on the cover of the answer book. Upon the scheduled time for the start of the examination, the Chief Invigilator / Invigilator will announce the start of the examination & fixes the time that the examination will end.

## **7. After the Examination has Started.**

### **a) Checking of Identity and Examination Eligibility.**

The Invigilators check the identity and eligibility of the candidates by comparing ensuring:

- i. The appearance of each candidate matches with the photograph on the Student I.D.
- iii. The signature on the Hall Ticket matches that on the Attendance sheet and the answer booklet.
- iv. The Hall Ticket shows the student's eligibility to sit for the examination in that course concerned.

### **b) Checking Attendance**

#### **Invigilators**

- i. Verify the list of candidates registered for the examination and check the number of candidates who are present, the number of candidates who are absent, the total number of candidates who are registered for the examination, record the number of candidates absent and submit the Attendance sheets and the list of candidates registered for the examination to the Chief Invigilator, after a final check has been done for every paper being examined in the hall.

### **c) Supervision**

Invigilators must be constantly on the vigil to ensure the smooth running of the examination.

### **d) Peaceful Atmosphere**

It is important that a peaceful and calm atmosphere is maintained in the examination hall for the entire duration of the examination.

## 8. Before the End of the Examination

The Invigilator in charge of the examination hall announces to the candidates the time 15 minutes before the end of the examination and instructs them to stop writing when the time is up. Before stopping the examination, the Invigilator reminds the candidates to ensure that their College Registration Numbers are written on all their answer booklet / papers in accordance with the different sections and continue to be seated at their places until all the question papers and answer booklet have been collected. When the “Stop Writing” announcement is made, Invigilators must ensure that all candidates stop writing immediately and ensure that every candidate submits his/her answer booklet.

If it is found that there are candidates who continue to write after it has been announced that the examination has ended, the Invigilator concerned is authorised to strike out the portion of the answer that was written after the “**Stop Writing**” announcement was made, so that portion of the answer is not evaluated by the examiner later.

At the same time, the Invigilators / Examination Assistants must take up their positions at the exit doors to ensure no candidate leaves the examination hall carrying out materials other than their personal writing instruments.

## 9. After the End of the Examination

Invigilators who have been assigned duties to supervise the examination halls report to the Chief Invigilator and hand over the answer booklet collected from each of their halls. After this, they assist the Chief Invigilator to count and tally the answer booklet with the number of candidates who took the particular examination. The Chief Invigilator handing them over to the Examination Unit. The unclaimed answer booklet is handed over to the Examinations Officer on duty in the Examinations Unit, who will then acknowledge the receipt of the answer booklet from the Chief Invigilator.

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## 5. EXAMINATION RULES AND REGULATIONS

### i. Purpose

- a. This procedure provides guidelines in examination rules and regulation.

### ii. Scope

- a. This procedure is applicable to all general information pertaining to Examination rules and regulation.

### iii. Procedure

1. Entry of candidates into the examination hall is only with the Hall Ticket, Identity Card (I. C.)/ Passport, and Student ID.
2. No candidate who turns up later than **FIFTEEN MINUTES (15 minutes)** will be permitted to enter the examination hall.
3. Candidates must conduct themselves in accordance with the directions / instructions that are given by the Invigilators and Chief Invigilator.
4. Candidates cannot tear pages from the answer booklet or write on the torn pages.
5. Candidates are not permitted to take out any answer booklet / papers from the examination hall.
6. Candidates are not permitted to smoke and eat during the examination.
7. Candidates are not permitted to bring mobile phones or any other electronic or communication devices into the examination hall.
8. Candidates are not permitted to bring in books, papers, documents or pictures into the examination hall. If a candidate brings in unauthorised materials into the examination hall, he / she must hand over these to the Invigilator. Candidates who fail to do so after being given the reminder through an announcement by the Chief Invigilator / Invigilator are deemed to have broken the examination rules and regulations and will be liable to severe disciplinary action.
9. Communication either orally or by other means between candidates is not permitted during the examination. If a candidate wishes to communicate with any Invigilator, he/she must raise his/her hand.
10. Candidates are not permitted to leave the examination hall during the first 90 minutes or the last **30** minutes before the end of the examination.
11. An extension of time is not given to any candidate under any circumstance.
12. Candidates who fall sick during the examination must contact the Invigilator on duty in the examination hall who in turn will report to the Chief Invigilator
13. Candidates are not allowed to receive any books, papers, picture, notes, programmable calculator' and other materials or devices through any person unless the invigilator authorises them.



14. Candidates are strictly not allowed to either answer the question before the announcement of the commencement of the examination nor to continue writing after the announcement made by the invigilators on the termination of the examination duration.
15. Candidates must remain seated in the examination hall until they are allowed by the invigilator to leave the hall. Candidates must leave the examination hall in an orderly manner.

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## **G. EXAMINATION INSTRUCTIONS FOR CANDIDATES**

### **i. Purpose**

- a. This procedure provides guidelines in examination instructions for candidates.

### **ii. Scope**

- a. This procedure is applicable to all examination instructions for candidates.

### **iii. Procedure**

#### **1. Reading of Examination Timetable**

Candidates must take careful note of the examination timetable, including also for practical, so that they do not make mistakes regarding the date, time, place and seating allocation for the papers they are registered for. Candidates are advised to always look at the notice boards for any changes in the examination timetable. Changes, if any, will be printed as **revised copy** and displayed on the e-portal. A mistake in reading the timetable will under no circumstances be accepted as an excuse for being absent from an examination.

#### **2. Eligibility**

Candidates must arrive on time at the examination hall and ensure they bring along with them their I. C., and Student I. D. and the Hall Ticket. The eligibility to sit for the examination is based on the Hall Ticket. Candidates who do not possess the Hall Ticket may be allowed to proceed with the examination while eligibility to sit for the examination is being verified with the Examinations Unit. Should the Examinations Unit confirm that a particular candidate is not eligible to sit for the examination, then the Chief Invigilator /Invigilator on duty shall ask the particular candidate to leave the examination hall.

#### **3. Entry Into the Examination Hall**

No candidate is permitted to enter the examination hall until the Invigilator on duty at the examination hall gives the signal to do so.

Usually, candidates are allowed to enter the examination hall ten minutes (10- 15 min.) before the start of an examination. Candidates must use the designated entry doors and proceed in an orderly manner.

No candidate who arrives later than fifteen minutes (15 min.) after commencement will be permitted to enter the examination hall.

#### **4. Attendance**

When seated candidates are required to:

- a) Fill up the attendance sheet and place it on the right-hand corner of the table.
- b) Place the Hall Ticket and Student I.D on top of the desk

#### **5. College Registration Number**

Candidates must write the College Registration Number on the answer booklet that they use.

#### **6. Omitting or Wrong College registration number**

Candidates who do not write their college registration number or write an incorrect College Registration Number on their answer booklet will not receive any marks.

#### **7. Answer booklet**

Candidates are reminded to read carefully and understand all instructions printed on the answer book. All rough work must be written only in the answer book. Candidates are prohibited from tearing out pages from the answer booklet. Additional answer booklet will not be provided. All answer booklet whether used or unused must be left in the examination hall. A candidate is not permitted under any circumstances to take out any answer book or paper from the examination hall.

#### **8. Examination Materials**

Books, papers, documents or pictures, except for materials authorised by the examiner are not permitted to be brought into the examination hall by any candidate.

#### **9. No Smoking**

Candidates are not permitted to smoke in the examination hall during the examination.

#### **10. Food**

Candidates are not allowed to bring food and eat while in the Examination Hall.

#### **11. No Mobile Phones**

Candidates are not permitted to bring mobile phones into the examination hall.

#### **12. Only Writing Equipment**

Candidates are permitted to bring into the examination hall pens, pencils and other writing materials but bags, purses, pencil boxes, geometry boxes or other containers are not allowed. Calculators may be brought in without their casings if permitted by the examiner.



**13. Communication in the Examination Hall**

Candidates are not permitted to communicate with each other during the examination, whether orally or by other means. If a candidate wishes to communicate with an Invigilator, he/she must raise his/her hand.

**14. Signal to Stop Writing**

The Chief Invigilator / Invigilator on duty will give a clear signal to mark the end of the examination. As soon as this signal is given, all candidates must stop writing.

**15. Collection of Answer booklet**

Candidates must remain seated at their respective places until all the answer booklet and question papers have been collected by the Chief Invigilator / Invigilators. The candidates will leave the examination hall when instructed to do so by the Chief Invigilator / Invigilator.

**16. Leaving the Examination Venue**

A candidate may leave the examination hall only after a minimum of two hours from the start of the examination. However, no candidate is permitted to leave the examination hall **30 minutes** before the end of the examination.

**17. Falling Sick**

Candidates who fall sick while the examination is in progress must contact the Invigilator on duty at the examination hall as soon as possible.

**18. Enquiries**

All enquiries regarding examinations must be forwarded to the Examinations Unit.

**19. Absence**

Any candidate who is not able to sit for an examination for which he/she is registered must give reasons for his/her failure to attend the examination, in writing, to the Programme Director supported with a valid document, if any, within a period of 48 hours after the end of the examination for that paper.

**20. Copying / Cheating**

Copying / cheating or being in possession of materials not permitted to be brought into the examination hall during the examination, shall constitute a disciplinary offence and appropriate disciplinary action will be taken against any candidate, as instructed by the Programme Director.

**21. Absent for the Whole Examination**

A candidate who fails to attend the examination for all papers registered will be deemed to have failed the whole examination.

**7. INSTRUCTIONS TO PROGRAMME DIRECTOR AND EXAMINERS**

**i. Purpose**

This procedure provides guidelines in instruction to Programme Director and Examiners.

**ii. Scope**

This procedure is applicable to all instruction to Programme Director and Examiners.

**iii. Procedure**

1. List of the registered and eligible candidates must be submitted by the school at least two weeks before the commencements of exams. The college is responsible to cross check on the list of candidates registered in the exams before submitting to Examination Unit.
2. As far as possible, the examiner of a particular question paper or the Head of Department in the school offering that particular paper, should be available to answer any queries regarding the question paper. The examiner for the paper is required to be also available at the start of the examination for at least for 30 minutes to answer any queries that may arise.

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## **8. INSTRUCTIONS TO EXAMINATION ASSISTANTS**

### **i. Purpose**

This procedure provides guidelines and instructions to examination assistants.

### **ii. Scope**

This procedure is applicable to all instructions to examination assistants.

### **iii. Procedure**

#### **1. Responsibility**

Examination Assistant is an ad hoc position who will be responsible to the Examination Unit for the purpose of college examination.

#### **2. Duties**

Examination Assistants must carry out the following duties:

- a) Distribute examination books / stationery and other authorised materials to candidates in the examination hall.
- b) Assist the Chief Invigilator / Invigilators in admitting and supervising / checking candidates while leaving or entering the examination hall/premise.
- c) Assist the Invigilators to ensure candidates remain at their place until all question paper and answer booklet have been collected.
- d) Bring to the attention of the Chief Invigilator / Invigilators any suspicious conduct of candidates and the breaching of any examination rules and regulations.
- e) Carry out other examination related duties as directed by the Chief Invigilator / Invigilators/ Examiner.

#### **3. Reporting for Duty**

- a) Examination Assistants must report at the Examinations Division punctually one hour before the start of the examination to be informed about their place of duty and to receive other instructions.
- b) Examination Assistants must be present at their respective examination halls at least 30 minutes before the start of the examination.

#### **4. Discipline**

- a) Examination Assistants must come neatly attired.
- b) Examination Assistants must always be alert and attentive.

5. **Identification**

As identification, Examination Assistants shall wear **red tags** with numbers which will be provided to them upon appointment. The Chief Invigilator will wear the **blue tag** while the Invigilators will wear the **green tag**. Heads of Department / Officers / Staff will wear **white tags** and their staff cards while at the examination hall.

6. **Rules for Provision of Stationery**

A) **Before the Start of the Examination**

- i. Ensure that all materials and items are sufficient and are available at the examination hall.
  - a) Answer booklet and attendance sheets
  - b) Pen and Pencil
  - c) Paper clips
  - d) A pair of scissors
  - e) Wall clock
  - f) Stapler & staples
  - h) String

B) **During the Examination**

- ii. Issue only authorised materials such as graph paper, etc (s).
- iii. Half an hour after the start of the examination, collect all the examination materials, attendance sheets etc. from the unoccupied examination desks. Hand over the examination question papers to the Chief Invigilator / Invigilators.

C) **At the End of the Examination**

- i. Collect all used and unused examination materials, attendance sheets and other stationary left behind and hand them over to the Chief Invigilator.
- ii. All mathematical tables, statistical tables etc. taken from the Examinations Unit must be collected counted and returned to the Examinations Unit. If there is any loss or shortage, report to the Chief Invigilator.
- iii. Ensure that all examination tables and chairs are rearranged in order, all lights, fans and air conditioners are turned off, the black board / white board is cleaned and all lists for candidates seating and other notices displayed for the examination are taken down and returned to the Examinations Unit.

7. **Procedure for Checking Candidates**

- a) Station yourself at the entry doors not less than five minutes before the candidates are allowed to enter.



- b) As soon as the signal is given, open the doors to enable the candidates to enter the examination hall.
- c) Check that candidates do not bring with them any books, papers, documents, pictures, bags, pencil boxes, geometrical boxes or other containers. Those who do so must be told to leave those things outside the examination hall. Pencils, pens, rulers and drawing equipment are allowed. If still in doubt, contact the Chief Invigilator / Invigilators on duty.
- d) Check that candidates who leave the examination hall do not take with them any answer booklet and question papers whether used or unused, attendance sheet, mathematical table etc; instruct those who do so to return them. If anyone objects, note his / her name and report to the Chief Invigilator / Invigilators on duty.

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## **C. PREPARATION & HANDLING FINAL/SUPPLEMENTARY EXAMINATION QUESTION PAPERS**

### **i. Purpose**

These operational procedures provide a systematic guideline to prepare Examination question papers and ensure that Examination are conducted in an effective and efficient manner in line with the regulations.

### **ii. Scope**

The procedures are applicable to the school and Examination Unit.

### **iii. Procedure**

#### **1. Submission of Examination Paper**

The Head of Department/In-Charge shall be appointed by the Programme Director and shall be prepare TWO (2) sets of Examination paper with marking schemes.

#### **2. Moderating / Vetting of Examination Paper**

All the Examination question papers shall be moderated, vetted, and approved by the vetting committee to ensure the quality of the contents and vetting report will be generated and filled.

#### **3. Typing and Proof Reading of Examination Paper**

The Examination Unit shall format the Examination paper according to College requirement.

#### **4. Printing and Packing Examination Paper**

The Examination Unit checks the time-table schedule and prints the specific number of copies per paper. Each examination package will contain with Examination papers, examination forms and answer booklets.

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## **10. GUIDELINES FOR THE EXAMINATION UNIT IN HANDLING THE FINAL / SUPPLEMENATRY EXAMINATION QUESTION PAPERS**

### **i. Purpose**

- a. This procedure provides guidelines in handling the Final and Resit Examinations question papers.

### **ii. Scope**

- a. This procedure is applicable to all Final and Resit Examinations.

### **iii. Procedure**

#### **1. Deadline for Draft Papers**

Vetting committees are expected to set the finalized Examination question papers as per the schedule outlined by the Examination Unit.

#### **2. The Final Paper**

The Final Examination paper is printed in the Examination Unit, into the required number of copies plus two (2) extra copies for each package.

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## **11. GUIDELINES FOR SETTING AND MARKING OF FINAL / SUPPLEMENTARY EXAMINATION QUESTION PAPERS**

### **i. Purpose**

- a. This procedure provides guidelines for setting and grading of final/resit Examination question papers.

### **ii. Scope**

- a. This procedure is applicable to all Final and Resit Examinations.

### **iii. Procedure**

1. An Examination Question paper is one of the instruments used to measure whether the outcome of the particular Program has achieved a predetermined level of a course outcome.
2. Each question or parts of a question must indicate clearly the allocated marks. The questions are must be designed taking into consideration that the answers are to be answered within the allocated time as reflected in the weightage of marks.
3. TWO (2) sets of Examination question papers should be of equivalent standard but contain different questions.
4. Grading of answers to questions should have comments for ease of moderation. Positive marking should be adopted to give credits to students having learned and able to use knowledge. Marks for each of the answers and the total for the script should be clearly written on the front cover of the answer booklet.
5. To avoid accusation of plagiarism it is advisable not use past year question papers. They can be used as reference does not use past year question papers. They can be used as reference to assist in maintaining the standard in terms of the degree of difficulty of the question set.
6. Unused Examination question papers are confidential. Extra care is to be taken to avoid leakage of the questions or the Examination question paper

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## **12. SUPPLEMENTARY EXAMINATION**

### **i. Purpose**

- a. This procedure provides guidelines for Supplementary examination.

### **ii. Scope**

- a. This procedure is applicable to all Supplementary examinations.

### **iii. Procedure**

1. A student who fails in his/her first attempt in a final Examination, will be governed by the following resit regulation. Students who failed the resit Examination are required to repeat the subjects.
2. The Supplementary period is normally held on the 5<sup>th</sup> week after the release of the Final Examination results. The onus is on the student to find out the date, time and venue for the re-sit.
3. Supplementary papers are given a weightage as Final Paper. In the event a student fails the supplementary then the student should repeat the failed subject.
4. Supplementary examination fees paid list shall be forwarded by the Finance Department to the Examination Unit.
5. The examination unit will come out with the supplementary exam timetable and will be made known.
6. Upon receiving the marks from the supplementary exam, it shall be sent to the Board of Examiners for approval. Once approved, the Examination Unit shall prepare and publish the examination results in the LMS/E-Portal.

### **13. EXAMINATION OF ANSWER BOOKLET**

#### **i. Purpose**

- a. This procedure provides guidelines in general information of examination rules and regulation.

#### **ii. Scope**

- a. This procedure is applicable to all general information pertaining to examination.

#### **iii. Procedure**

1. The marking of the answer booklet is to be done by the internal department as per the schedule prepared by the examination unit. The marking process is confidential and is required to be completed in the stipulated time frame.

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## 14. CONTINUOUS ASSESSMENT / COURSE WORK

### i. Purpose

- a. This procedure provides guidelines in continuous assessment/course work

### ii. Scope

- a. This procedure is applicable to all continuous assessment/course work.

### iii. Procedure

1. The lecturers prepare question papers / test materials / projects and other materials regarding the continuous assessment / course work that is considered towards the final marks of the course.
2. The lecturers conduct all evaluations / examinations / tests for the continuous assessment / course work.
3. The lecturers enforce all Examination Rules and Regulations **identical** to the centrally conducted examinations especially from the point of examination security and prevention of cheating / copying.
4. The lecturers are required to report any case of academic misconduct, cheating / copying by students to the Programme Director who for appropriate action.
5. The lecturers prepare the continuous assessment / course work marks and enter the marks into the continuous assessment / course work marks sheet, then submit the marks to the Programme Director's office by the date fixed.
6. These marks cannot be changed after they have been submitted to the Programme Director's office. Any changes if still necessary may be carried out during the school / Board of Examiners meeting.
7. The grades may be given to students in accordance with guidelines as per the college.

## **15. EXAMINATION RESULTS**

### **i. Purpose**

- a. This procedure provides guidelines in examination results.

### **ii. Scope**

- a. This procedure is applicable to all examination results.

### **iv. Procedure**

1. Member of Board of Examiners shall attend the meeting.
2. The Board discusses and finalises the results in the Board of Examiners meeting.
3. The members shall maintain the secrecy of all discussions carried out in the Board of Examiners. It is a disciplinary offence for any staff to divulge any information with respect to examination and results.
4. The examination unit must process and release the exam results (pass and fail status) within  
24 hours, upon approval from the Programme Director.
5. Endorsed examination results are to be encrypted and emailed by the Programme Director to the College.

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## **1G. APPEALS FOR RECHECKING OF EXAMINATION RESULTS**

### **i. Purpose**

- a. This procedure provides guidelines in appeals for rechecking of examination results.

### **ii. Scope**

- a. This procedure is applicable to appeals for rechecking of examination results.

### **iii. Procedure**

1. A candidate who feels dissatisfied with the result of an examination paper he / she has taken, may appeal to College to recheck the marks for the relevant paper by paying the fee for rechecking. The process of rechecking will involve confirming whether all answers have been evaluated and have been given marks that are consistent with the marking scheme and the addition of the marks is correct.
2. The candidate shall submit the appeal in writing to the Programme Director, stating the grounds for the appeal, within a period of two weeks after the official release of the examination results.
3. The process of rechecking will be facilitated by the Programme Director's office. The appointed examiner is required to recheck the scores and submit the final marks to the Programme Director.
4. The Programme Director will forward the result to the exam unit for computing and release of the final result.
5. The Examinations Unit shall notify the student concerned of the results in writing within the stipulated period of time.