A. Instructions to Examination Candidates

Please read these instructions carefully. A candidate who breaches any of the Examination Regulations will be liable to disciplinary action including (but not limited to) suspension or expulsion from the University.

Timings

- Examinations will be conducted during the allocated times shown in the examination timetable.
- The examination hall will be open for admission 10 minutes before the time scheduled for the commencement of the examination. You are to find your allocated seat but do NOT turn over the question paper until instructed at the time of commencement of the examination.
- YOU ARE NOT ALLOWED to leave the examination hall, temporarily or otherwise for any reason whatsoever until the examination has commenced.
- You will not be admitted for the examination after one hour of the commencement of the examination.

Personal Belongings

- All your personal belongings (such as bags, pouches, ear/headphones, laptops etc.) must be placed at the designated area outside the examination hall. Please do not bring any valuable belongings except the essential materials required for the examinations.
- The University will not be responsible for the loss or damage of any belongings in or outside the examination hall.

Items not Permitted in the Examination Hall

- Any unauthorised materials, such as books, paper, documents, pictures and electronic devices with communication and/or storage capabilities such as tablet PC, laptop, smart watch, portable audio/video/gaming devices etc. are not to be brought into the examination hall.
- Any unauthorised materials or devices found in your possession after the start of the examination will be confiscated, and you will be liable to disciplinary action (in possession means on the desk or writing surface, on the clothing, body or any other location specifically prohibited).
- All handphones brought into the examination hall must be switched off at ALL times and placed on the floor under the table away from your reach and visible to the invigilators. If your handphones are found to be switched on or in your possession during the examination or when you leave the examination hall temporarily, the handphones will be confiscated and retained for investigation of possible violation of regulations.
- No food or drink, other than water, is to be brought into the examination hall.
- Photography is NOT allowed in the examination hall at ALL times.

At the Start of the Examination

- Do NOT turn over the question paper placed on your desk until instructed to do so at the time of commencement of the examination.
- Please place your identification documents (such as matric card, identity card, passport, driving licence or EZ-Link concession card) at the top right corner of your examination desk for the marking of attendance and verification of identity during the examination.
- Please check the course code and course title to ensure you have the correct examination question paper. Read the instructions and ensure you have the correct number of pages and questions.
- DO NOT WRITE YOUR NAME on the answer book. You should write only your matriculation number, correctly and legibly, in the space provided on the cover of each answer book. Providing incorrect/illegible matriculation number could risk your answer book being considered void.
**During Examination**

- You are not allowed to communicate by word of mouth or otherwise with other candidates (this includes the time when your answer scripts are being collected).
- Please raise your hand if you wish to communicate with an invigilator.
- Unless granted permission by an invigilator, you are not allowed to leave your seat.
- Once you have entered the examination hall, you will not be allowed to leave the hall until one hour after the examination has commenced.
- If, for any reason, you are given permission to leave the hall temporarily, you must be accompanied by an invigilator throughout your absence from the examination hall. **Ensure that your handphones are not in your possession when you leave the examination hall temporarily and that your handphones they have been placed on the floor under the table away from your reach and visible to the invigilators.**
- All answers, with the exception of graphs, sketches, diagrams, etc. should be written in black or blue pen, unless otherwise specified. Answers written in pencil will not be marked. The blank pages in the answer book are to be used only for candidates' rough work. Solutions or any other materials written on these blank pages will not be marked.
- Do not write on, mark, highlight or deface any reference materials provided for the examination. If found doing so, the reference materials will be removed from your use for the rest of the examination and you will be made to pay for the cost of the materials that have to be replaced.

**At the End of the Examination**

- You are NOT allowed to leave the examination hall during the last 15 minutes of the examination and during the collection of the answer scripts. All candidates must remain seated throughout this period for invigilators to properly account for all answer scripts to be collected.
- Do NOT continue to write after the examination has ended. You are to remain seated quietly while your answer scripts are being collected and counted.
- No papers, used or unused, may be removed from the examination hall. You may take your own question paper with you unless otherwise instructed.
- You are to stay in the examination hall until the Chief Invigilator has given the permission to leave. Do NOT talk until you are outside of the examination hall.
- You are responsible to ensure that your answer scripts are submitted at the end of the examination. If you are present for the examination and do not submit your answer script, you will be deemed to have sat for and failed the examination concerned. Any unauthorised removal of answer script or part of answer script from the examination hall would deem the answer script as null and void.
- Once dismissed, you should leave the examination hall quickly and quietly. Remember to take your personal belongings with you.

**Types of Examination**

- Candidates are to comply with the use of reference materials allowed for the different types of examination as follows:
  - Closed Book: No reference materials, in whatever format, are allowed.
  - Open Book: Any reference materials in paper form are allowed (all electronic devices are NOT allowed).
  - Restricted Open Book: Restricted materials allowed as defined by course lecturers e.g. one A4 size cheat sheet or a specified textbook.
Calculators / Dictionaries

- You may bring into the examination hall only calculators that have been approved by the School (affixed with seal). Graphic calculators which are approved for use must be re-set i.e. all memory cleared, prior to any examination.

- Foreign students on Exchange Programme in NTU are allowed to use dictionaries for some examinations. Please check with the course lecturer or coordinator to find out if dictionaries are allowed for your examination. All electronic dictionaries must be registered and approved by the School (affixed by seal) before they can be used in the examination hall. Only electronic dictionaries that do NOT have a memory function and are NOT programmable are allowed. Registration of hardcopy dictionaries is not required.

Dress Code

- Candidates who are not properly attired will not be admitted to the examination hall. Please ensure that you comply with the dress code of the University.

B. Cheating

The University takes a serious view of cheating. All students are to take note of the written examination instructions issued as well as the announcements made during examinations.

A candidate who is suspected of cheating in examinations is liable to disciplinary action including (but not limited to) suspension or expulsion from the University. All materials and/or devices, which are found in violation of any examination rules and regulations will be confiscated.

C. Illness

If you fall ill during an examination, you should inform the Chief Invigilator at the examination hall. If you are too ill to continue with your examination, you may leave the examination hall to seek medical attention. Your unfinished answer script will still be marked and graded. Special consideration may be given at the sole discretion of the School concerned if you submit a doctor's memo as your supporting document.

If you are sick and absent from an examination, you should see a doctor and submit the following mandatory documents:

- a medical report attached with the original medical certificate to One Stop @ SAC within two (2) days of the absence from the examination

The medical certificate should cover the period of examination absent.

The medical report form is available at GSLink-Academic-Examination-Request for Medical Report Form. Candidates are responsible to provide the form to their attending doctor.

Any fee payable for the medical examination under the above regulation shall be paid by the candidate.

NOTE: THE UNIVERSITY ONLY RECOGNISES MEDICAL CERTIFICATES ISSUED IN SINGAPORE BY MEDICAL PRACTITIONERS REGISTERED WITH THE SINGAPORE MEDICAL COUNCIL OR DENTAL OFFICERS REGISTERED WITH THE SINGAPORE DENTAL COUNCIL.
D. Absence

A student who does not register or who, having registered, fails to take any examination for which he is eligible to sit, shall be deemed to have sat and failed the examination unless the Board of Examiners is satisfied that there is good and sufficient reason for such failure to register or take the examination.

If you are not able to take an exam and would like the Board of Examiners to give special consideration, then you have to write-in to appeal within two (2) working days of absence from the examination. Supporting documents are important as it will help you in the Board’s decision-making.

Late submission will not be considered.

E. Outstanding Fees

You may be barred from an examination or have the results of any examination or course withheld if you are in debt to the University (other than as a result of a loan made by the University). Please approach your School for assistance should you face any difficulty. Otherwise, you may settle your outstanding fees at One Stop @ SAC.

F. Supplementary Notes

You are advised to plan your schedule and allow for extra travelling time to be punctual for the examinations. No extra time will be given for students who are late due to traffic jams, bad weather, etc.

In the event of a major train service disruption authenticated by the SMRT or SBS Transit and if caught in such a situation on your journey for the examination, you are advised to approach the SMRT or SBS Transit staff at the station’s information counter for assistance. If necessary, the University may delay the start of examinations by up to 30 minutes. In such instances, all affected students will be notified via SMS and NTU email account.