1. Please read the instructions carefully as a candidate who breaches any of the Examinations Regulations will be subjected to disciplinary action including (but not limited to) suspension or expulsion from the University.

2. Examinations will be conducted during the allocated times shown in the examination timetable.

3. Candidates are allowed into the examination hall ten minutes before the time scheduled for the commencement of the examination. They are, however, not permitted to turn over and read the question papers placed on their desks until the commencement of the examination.

4. No candidate is allowed to present himself for examination later than one hour after the commencement of the examination.

5. The identity of every candidate will be checked during the examination. Candidates are required to bring their matriculation cards or identity cards and place them at the top right-hand corner of their desks at the commencement of each examination.

6. Candidates may bring into the examination hall only those 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. Unauthorised calculators are not permitted in the examination hall.

7. International students on exchange programme in NTU are allowed to use dictionaries for some examinations. Please check with course lecturer or co-ordinator 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.

8. No candidate is allowed to bring into the examination hall any unauthorised material such as book, paper, document or picture. Bags, waist pouches, ear or headphones are also not permitted to be brought into the examination hall. A candidate who is found to be in possession of any unauthorised material or caught cheating during the examination is liable to be expelled from the University.

9. Candidates are allowed to bring their handphones into the examination hall. However, the handphones must be switched off at all times. Disciplinary actions will be taken against a candidate who breaches this regulation.

10. All materials and/or devices which are found in violation of any examination regulations will be confiscated.

11. Photography is NOT allowed in the examination hall at ALL times.

12. For open book examination, candidates must also leave their bags outside the examination hall.

13. The University will not be responsible for the loss of any belongings which candidates bring with them and which they are required by this regulation to leave outside the examination hall.

14. No candidate who has entered the examination hall will be allowed to leave the hall, temporarily or otherwise for any reason whatsoever until the examination has commenced.

15. No candidate is allowed to leave his seat without the permission of an invigilator.

16. A candidate who wishes to communicate with an invigilator must raise his hand.

17. A candidate who has been given permission to leave his seat temporarily must be accompanied by an invigilator.

18. If, for any reason, you are given permission to leave the hall temporarily, you are required to leave your handphone on your desk.

19. No communication by word of mouth or otherwise between candidates is allowed in the examination hall.

20. All answers, with the exception of graphs, sketches and diagrams, should be written in black or blue pen, unless otherwise specified. Answers written in pencil will not be marked.
21. Candidates must carefully read the instructions printed on each answer book and examination question paper. 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.

22. Candidates must not write their names on the answer books. They should write only their matriculation numbers in the space provided on the cover of each answer book.

23. Candidates are not allowed to write, mark, highlight or deface any reference materials provided for the examination. Any candidate found doing so is liable to have his reference materials removed from his use for the rest of the examination and be made to pay for the cost of the materials that have to be replaced.

24. No candidate who has presented himself for an examination will be allowed to hand in his answer script until one hour has lapsed after the commencement of the examination.

25. No candidate is allowed to leave his seat during the last 15 minutes before the conclusion of the examination.

26. At the conclusion of the examination, candidates must remain seated and must not communicate with one another while their answer scripts are being collected and tallied.

27. No papers, used or unused, may be removed from the examination hall except that a candidate may take with him his own question paper unless instructed otherwise.

28. Candidates must comply with the dress code of the University. A candidate who is not properly attired will not be admitted into the examination hall.

29. Attention is drawn to the following regulation relating to absence from any examination due to illness:

“A candidate who is absent from an examination for a degree, on account of illness, may be permitted to appear for the examination at the next period of the examination on the condition that the candidate has been examined by a registered medical practitioner (registered with the Singapore Medical Council or Singapore Dental Council) and a medical report attached with the original medical certificate be submitted to One Stop@SAC within two (2) working days of absence from the examination.”

The medical certificate should cover the period of examination absent.

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

30. Attention is drawn to the following regulation relating to absence from any examination:

“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 Chair concerned is satisfied that there is good and sufficient reason for such failure to register or take the examination.”

All appeals must be submitted to One Stop@SAC within two (2) working days of absence from the examination.

31. Attention is drawn to the following regulation relating to outstanding fees:

“You may be barred from an examination or have the results of any examination or a 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.”

32. You are advised to plan your schedule and allow for extra travelling time to attend the examinations. No extra time will be given for students who are delayed 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 this instance, a notification will be sent to all affected students via sms and to their NTU email account.