

NTU-H3 Taught Modules Examination Rules & Regulations

1. INTRODUCTION

- 1.1 This document contains instructions, rules and regulations that you need to know if you are sitting for the NTU-H3 Taught Module Written Examination.
- 1.2 By accepting the offer to take the NTU-H3 Taught Module, you understand and agree to comply with the examination rules and regulations in this document as well as to accept the possible consequences if you breach the regulations.
- 1.3 With the evolving COVID-19 situation, candidates must observe and comply with all prevailing safe management measures (SMMs) and any additional instructions that may be announced nearer to the examination dates. You will be informed of any new or updated instructions through email and your school's H3 School Coordinator(s).

2. EXAMINATION SCHEDULE

- 2.1 The schedule for the Written Examination is available on Talent Outreach's website at <https://www.ntu.edu.sg/education/talent-outreach/h3-taught/module-schedule-timetable>.
- 2.2 It is compulsory that you sit for the Written Examination. You will receive an 'Absent' grade if you do not turn up for the paper.
- 2.3 In event of an absence, your school's H3 School Coordinator will be notified and follow-up actions will be taken.

3. PERSONAL BELONGINGS

- 3.1 All personal belongings must be placed at the designated areas in the examination venue.
- 3.2 All devices with communication or storage capabilities are to be switched off and placed inside the candidates' bags.
- 3.3 Do not bring any valuable belongings except the essential materials required for the examinations.
- 3.4 The University will not be responsible for the loss or damage of any belongings in or outside the examination venue.

4. ITEMS NOT PERMITTED IN THE EXAMINATION VENUE

- 4.1 You must not have in your possession:
 - Any unauthorised electronic, communication, smart or computerised devices capable of capturing, storing, displaying and/or transmitting or receiving visual, audio or verbal information within the examination venue.
 - Any unauthorised reference materials or notes.
- 4.2 No food or drink, other than plain drinking water, is to be brought into the examination venue unless there is a special prescription letter from the doctor. The water bottle must be placed on the floor next to your seat.

5. USE OF CALCULATORS

- 5.1 You are only allowed to use approved calculators during the examination. Refer to SEAB's *Approved Calculator List*: <https://www.seab.gov.sg/home/examinations/approved-calculators>.
- 5.2 The original brand and model number of the calculator must be clearly visible for verification purposes.
- 5.3 Your calculator must be silent and with a visual display only.
- 5.4 You are to ensure that the calculator is in working condition. Any fault in the calculator or the non-possession of a calculator will not be considered as justification for Special Consideration.
- 5.5 If required, you may bring in more than one approved calculator and/or bring your own spare batteries into the examination venue. Requests for a replacement of calculator during the examination will not be entertained.
- 5.6 You are not allowed to share calculators with another candidate during the examination.
- 5.7 Your calculator and its cover must not have any mathematical formula, conversion table or other written instructions.
- 5.8 You are not allowed to use the following types of calculators:
 - With an external storage function that can allow users to input and store data via external storage media, e.g. memory cards, tapes, and plug-in modules.
 - With wireless communication capability with other machines, e.g. infrared communication capability.
 - With capabilities for storing and displaying verbal information.
 - With programmable and/or permanent features of a programmed kind, e.g. calculators capable of numerical integration and/or numerical differentiation.
- 5.9 You are to ensure the following when using a graphing calculator:
 - You do not bring any prepared programmes into the examination room.
 - All Information and/or programmes stored in the graphing calculator's memory must be cleared before the examination.

6. REPORTING FOR THE EXAMINATION

- 6.1 You are required to report to the examination venue in your full school uniform **at least 30 minutes before** the start of the examination.
- 6.2 You must be seated at your assigned desk **at least 10 minutes before** the start of the examination.
- 6.3 You will not be given any make-up time if you report late for the examination without a valid reason.
- 6.4 You will not be allowed to sit for the paper if you arrive at the examination venue **60 minutes after** the start of the examination. You will be marked as absent for the examination and will receive an 'Absent' grade.
- 6.5 If you are wearing outerwear, e.g. jackets, cardigans, sweaters, windbreakers, etc. into the examination venue, you must ensure that your outerwear does not have any unauthorised materials or devices. You may be asked to remove the outerwear for checking by the invigilator before or during the examination.
- 6.6 **Access Arrangements (AA)** - If you have been granted AA, you should present the approved outcome letter to the invigilator before the start of the examination. You should highlight to the invigilator immediately if your approved AA is not given to you.

7. AT THE START OF THE EXAMINATION

- 7.1 You must place your NRIC / Foreign Identification Document / School Smartcard (Student Concession Card) at the top right corner of your desk for the verification of identity.
- 7.2 You are not allowed to turn over the question paper until you are instructed to do so by the invigilator.
- 7.3 Check the question paper issued and ensure that you have been given the correct question paper.
- 7.4 You are allowed to start writing only after the invigilator has given permission to do so.

8. DURING THE EXAMINATION

- 8.1 You are not allowed to leave the examination venue in the **first hour** and **last 15 minutes** of the examination. If for any reason you need to leave during the first hour or last 15 minutes of the examination due to illness or other valid reasons, invigilators will take note of your name, the time you left and returned, and will log an irregularity report.
- 8.2 You should write your answers clearly using a blue or black pen.
- 8.3 You are advised not to use correction fluid/tape as they may affect the legibility of your answers.
- 8.4 If you wish to communicate with an invigilator, you must remain seated and raise your hand.
- 8.5 You are not allowed to leave your seat unless you have been granted permission by an invigilator.
- 8.6 You are not allowed to communicate or attempt to communicate with other candidates during the examination. This also applies to the time when the answer scripts are being collected.
- 8.7 You must not commit or attempt any acts of dishonesty or support such acts.
- 8.8 You should only face the front and not turn around during the examination.
- 8.9 You must not draw or write anything that is offensive or obscene in your answers.

9. AT THE END OF THE EXAMINATION

- 9.1 You must stop writing and close the answer booklet immediately once the invigilator has made the announcement for you to do so.
- 9.2 You are to remain seated quietly while your answer script is being collected and counted.
- 9.3 You are responsible to ensure that all pages of your answer scripts have been submitted at the end of the examination. Any materials submitted after you have been dismissed from the examination venue will not be accepted.
- 9.4 You must not remove any examination materials without permission. You may take your own question paper with you unless otherwise instructed.
- 9.5 You will be dismissed in an orderly manner to avoid candidates crowding or congregating in large groups inside and outside the examination venue. Once dismissed, take your bags and all personal belongings, and leave the examination venue quickly and quietly.

10. CONTACT US

- 10.1 If you need further information, you can contact Talent Outreach at 6790 6633 or email us at TalentOutreach@ntu.edu.sg.