

EXAMINATION RULES & REGULATIONS NTU-H3 Taught Modules

EXAMINATION SCHEDULE

1. The date and time for your NTU H3 Taught Module final written examination is indicated in your H3 Taught Module Schedule which has been made available at the point of application. The H3 Taught Module Schedule can be downloaded here:
<https://www.ntu.edu.sg/education/talent-outreach/h3-taught/module-schedule-timetable>
2. No absence from the final written examination will be allowed.
 - In event of any absence, a medical certificate (MC) from a registered medical practitioner covering the day of absence must be obtained. **The doctor's diagnosis must be clearly indicated on the MC.**
 - The original MC must be mailed to NTU within **two days** of the scheduled examination date. Our address:
Office of Admissions
Nanyang Technological University
42, Nanyang Avenue
Student Services Centre 03-01
Singapore 639815
Attn: Ms Tang Siew Choo / Talent Outreach Section
 - **An 'Absent' grade will be issued for absence in the final examination even if an MC is produced.**



PERSONAL BELONGINGS

3. All personal belongings must be placed at the designated area at the front or back of the examination venue.
4. **All mobile devices must be switched off and kept in your bag placed at the designated area at the front or back of the examination venue. Mobile devices should not be kept in your pockets or placed within reach during the examination.**
5. You must not have in your possession:
 - Any unauthorised electronic, communication, entertainment or gaming 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.
6. No food and drinks other than plain drinking water should be brought into the examination venue. Water bottles should be placed on the floor next to your seat.

USE OF CALCULATORS

7. You are only allowed to use approved calculator models under SEAB's *Approved Calculator List*:
<https://www.seab.gov.sg/home/examinations/approved-calculators>.
8. The original brand and model number of the calculator must be clearly visible for verification purposes.
9. You are to ensure that the calculator is in working condition. You are to bring your own spare batteries. Requests for a replacement of calculator during the examination will not be entertained.



10. Any fault in the calculator or the non-possession of a calculator will not be considered as justification for special consideration.
11. You are not allowed to share calculators with another candidate during the examination.
12. Your calculator and its cover must not have any mathematical formula, conversion table or other written instructions.
13. Your calculator must be silent with a visual display only.
14. You are not allowed to use the following types of calculators:
 - With an external storage function which 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 built-in symbolic algebra manipulations, symbolic differentiation or integration.
 - With a programmable and/or permanent features of a programmed kind, e.g. calculators capable of numerical integration and/or numerical differentiation.
15. You are to ensure the following when using a graphing calculator:
 - It is cleared of all memory/reset.
 - All information and/or programs in the calculator's memory must be cleared.

REPORTING FOR THE EXAMINATION

16. Candidates are to report for their examination in their school uniform.
17. Candidates are to report to the examination venue at least **15 minutes before** the scheduled commencement of the examination.
18. Candidates will only be allowed into the examination venue **10 minutes before** the scheduled commencement of the examination.
19. Candidates will not be given any make-up time if you report late for the examination without a valid reason.
20. Candidates who present themselves **45 minutes after the scheduled commencement of the paper will not be allowed to sit for the paper**. You will be marked as absent for the examination and will receive an 'Absent' grade.
21. Candidates who are wearing outer wear (e.g. jackets, cardigans, sweaters, windbreakers etc.) may be asked to remove that item of clothing for checking by the invigilators before or during the examination.
22. **Access Arrangement(s)** - 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 provisions for the approved AA has not been made.

AT THE START OF THE EXAMINATION

23. Place your EZ-Link Concession Card or any other official photo identification card at the top right corner of your desk for the marking of attendance and verification of identity.
24. **Do NOT** turn over the question paper until you are instructed to do so upon the commencement of the examination.
25. Check the module title printed on the question booklet to ensure that you have the correct question booklet. Read all instructions on the cover page of the question booklet.
26. You are not to commence writing until you are told to do so. .

DURING THE EXAMINATION

27. Candidates are **not allowed to leave** the examination venue in the **first hour** and **last 15 minutes** of the examination. If for any reason a candidate needs 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 the candidates name, the time the candidate left and returned, and will log an irregularity report.
28. You are not allowed to leave your seat at any time unless you have been granted permission by an invigilator.
29. You are not to turn around and should only face front during the entire duration of the examination.
30. You are not allowed to communicate by word of mouth or otherwise with other candidates or unauthorised persons inside or outside of the examination venue through the duration of the examination. This also applies to the time the answer scripts are being collected.
31. You are to raise your hand if you wish to communicate with an invigilator.
32. You must not commit or support :
 - Any acts of dishonesty;
 - Plagiarism.
33. You must not write any offensive or obscene materials in your answers.

AT THE END OF THE EXAMINATION

34. You are **not allowed to leave the examination venue** in the **last 15 minutes** of the examination and **during the collection of answer scripts**. All candidates are to remain seated during this time.
35. You must stop writing once the invigilator has made the announcement for you to do so. You are to remain seated quietly while all answer scripts are bring collected.
36. You must not remove any examination materials without permission.
37. You are to remain in the examination venue until the Chief Invigilator has given permission for candidates to leave.
38. You are responsible to ensure that all pages of your answer scripts/exam booklets have been submitted at the end of the examination. Any materials submitted after candidates have been dismissed from the examination venue will not be accepted.

CONTACT US

39.  Talent Outreach Section
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Singapore 639815
 TalentOutreach@ntu.edu.sg
 6790-6633

