

## **GUIDELINES ON THE HANDLING OF UNEXPECTED SITUATIONS for NTU-H3 Taught Modules**

### **HOSPITALISATION**

1. If you are hospitalised, you will have to inform NTU through your H3 School Coordinator, at least 1 day before the date of the examination.
2. You must submit a report from a qualified medical practitioner:
  - Indicating the diagnosis and reason you have been hospitalised; and
  - Certifying that you are medically fit to sit for the exam.
3. NTU will deliberate and decide if the exam will be administered to you in the hospital. This decision will be communicated to you through your H3 School Coordinator.
4. You will have to provide your own stationery and other devices required for the exam when you sit for the examination in the hospital.
5. Special considerations may be granted at the sole discretion of the module lecturer.

### **INFECTIOUS DISEASE**

6. If you are suffering from an infectious disease, you will have to inform NTU through your H3 School Coordinator, at least 1 day before the date of the examination.
7. You must submit a report from a qualified medical practitioner:
  - Indicating the diagnosis; and
  - Certifying that you are medically fit to sit for the exam.
8. NTU will deliberate and decide if the exam will be administered to you in isolation. This decision will be communicated to you through your H3 School Coordinator.
9. You will have to provide your own stationery and other devices required for the exam when you sit for the examination.
10. Special considerations may be granted at the sole discretion of the module lecturer.

### **FALLING ILL WHILE THE EXAMINATION IS IN PROGRESS**

11. No special arrangements will be made if you should take ill while the examination is in progress.
12. You may leave the examination hall to seek medical attention. You will be required to obtain a medical certificate (MC) from a qualified medical practitioner. The MC must indicate the time you arrived at the doctor's. You will not be allowed to reenter the examination hall even if you manage to return before the end time of the paper.
13. Special considerations may be granted at the sole discretion of the module lecturer.

### **MEDICAL EMERGENCY WHILE THE EXAMINATION IS IN PROGRESS**

14. In the event of a medical emergency occurring while the examination is in progress, the invigilator will alert NTU. An ambulance will be called.
15. Special considerations may be granted at the sole discretion of the module lecturer.

## MAJOR TRAIN DISRUPTIONS

16. Do contact the Office of Admissions (OA) at 6790-6633 or check the announcements page of the Talent Outreach website for updates on the start time of your exam in the event of any major train disruptions on the day of your examination. The link:  
<http://www.ntu.edu.sg/TalentOutreach/Pages/Announcements.aspx>
17. You do not have to obtain an excuse chit from the train operator if the train disruption has been announced on the operator's various channels of communication/social media accounts and reported by the media.
18. You should find an alternative means to arrive at your examination venue within 45 minutes of the original start time of the paper.
19. In the event that you arrive at the exam venue after the paper has already started but before the end time of the paper, you should still identify yourself to the Chief Invigilator and inform him/her of the reason for your late arrival. You will be required to:
  - Show proof of the train disruption (unless the disruption has been announced by the media);
  - Explain why you have not been able to arrive within 45 minutes of the original start time of the paper and produce proof, where possible.



## OTHER UNEXPECTED SITUATIONS

20. Do contact the Office of Admissions (OA) at 6790-6633 immediately if you encounter any unexpected situation(s) which may result in your not reaching your examination venue in time (e.g. a massive traffic jam or serious flooding).
21. Ascertain if there might be an alternative means/route to bring you to your examination venue.
22. Try to reach your examination venue within 45 minutes of the start time of the paper – keep your H3 School Coordinator and OA updated.

## CONTACT US

23.  Talent Outreach Section  
Office of Admissions  
Student Services Centre Level 3  
42 Nanyang Avenue  
Singapore 639815
-  TalentOutreach@ntu.edu.sg
-  6790-6633

