



**INTERNATIONAL  
COLLEGE  
IMPERIA**

## **INTERNATIONAL COLLEGE IMPERIA**

### **EXAMINATION RULES & REGULATIONS**

All students are required to read, understand, and abide by the following rules and regulations. Any infringement will be dealt with accordingly by the institution authorities.

#### **BEFORE THE EXAMINATION**

1. Know the dates, time and place of your examination.
2. Download and check the Examination Timetable provided by the Exam Department under announcement on Moodle.
3. Inform the Examination Department of any timetable clashes / conflict immediately.
4. Be at your designated examination room / hall **30 minutes** before the start of the examination.
5. You will not be permitted to enter examination room **after 30 minutes from the commencement** of the examination.
6. You are not permitted to enter the examination room / hall until you are told to do so by the invigilator.
7. You may not bring into or take into the examination room, textbooks, notes, diagrams, papers, or any objects other than pens, pencils, rulers, erasers, drawing instruments and any other permitted items.
8. Dictionaries will only be allowed if it has been specified by the invigilator. **ELECTRONIC DICTIONARIES ARE STRICTLY PROHIBITED.**
9. You must write in blue or black ink. Coloured pencils and inks may be used only for diagrams, maps, charts, etc. Please number your answers to your questions. (Eg MCQ Q1. (answer)
10. You will be notified in advance if additional aids for certain subjects are to be permitted. Graph paper, mathematical tables and other materials will be provided when required.
11. Bags and personal belongings should be placed at the allotted space in the examination room / hall (usually at the front of the examination room / hall).
12. Smoking and eating are not permitted in an examination room / hall.
13. Handsets should be **COMPLETELY SWITCHED OFF** (NOT EVEN THE 'VIBRATE' MODE SHOULD BE ON) during all examinations. If handsets ring in the examination room / hall, the handset will be confiscated.

14. You may use a silent battery-operated calculator, unless specifically instructed that you may not. If you use a calculator:-
  - Make sure it works properly;
  - Make sure the battery is working properly;
  - Clear anything stored in it;
  - Do not bring into the examination room / hall any operating instructions or prepared programs.
15. Make sure you bring your **STUDENT ID CARD**, IF APPLICABLE. If you do not bring it, please prepare your Identification Card (IC) before entering the exam room/hall.
16. If you arrive late (depends on case) before 30 minutes after an examination starts, report to the invigilator running the examination. No extra time will be given.
17. If you are absent from an examination due to illness, a medical certificate must be presented to the Examination Department immediately upon your return to the institution. You or your parents / guardian are required to call in and inform the College of your absence. If your absence from any examinations is due to a death in the family, kindly contact the College and inform the Examination Department. Upon your return to the institution, you must present a certified true copy of the death certificate / notification.

## **DURING THE EXAMINATION**

1. You must act in accordance with any instructions issued by an invigilator.
2. Remain quiet at all times while in the examination room / hall.
3. Place your Student ID at the **TOP LEFT HAND CORNER** of your desk.
4. Sign the Examination Attendance Sheet.
5. Fill in the details on the answer booklet / paper and question paper (*if applicable*).
6. Read carefully the instructions printed on the question paper and / or on the answer booklet.
7. Inform the invigilator at once:-
  - If you think you have not been given the right question paper;
  - If the question paper is incomplete or has missing pages;
  - If the question paper is badly printed; and
  - If the question paper is damaged, soiled or a page is torn off partially.
8. Put up your hand:-
  - If you have a problem and are in doubt about what you should do;
  - If you need more answer booklet; and
  - If you need to borrow stationery.

An invigilator will come to your assistance.
9. You **MUST NOT** during an Examination:-
  - Be in possession of any unauthorized materials e.g. books, notes, blank paper or diagrams other than those, which the examiners have specified, may be taken into that particular examination room / hall (unless the module lecturer has specified that it is an open-book examination).
  - Directly or indirectly giving assistance to any other student in the examination room / hall;

- Directly or indirectly accepting assistance from any other student in the examination room / hall;
  - Permit any other student to copy from or otherwise use his / her papers;
  - Use any other improper means howsoever obtained or endeavor to obtain directly or indirectly from his or her work; and
  - Use any other improper means or to give or endeavor to give directly or indirectly to any other student.
10. You must not ask for, and will not be given, any explanation of the questions.
  11. Students are not permitted to leave the examination room / hall **30 MINUTES AFTER THE START OF THE EXAMINATION** and **30 MINUTES BEFORE THE END OF THE EXAMINATION**. If a student has finished the examination within the stipulated time is allowed to leave the examination room / hall and wish to leave, the student may put up his / her hand. Once the invigilator has acknowledged, the student is required to walk to the front of the examination room / hall and to hand up the answer booklet / question papers and other relevant materials to the invigilator. Once the student has left the examination room / hall, he / she will not be allowed to re-enter the room.
  12. You are strongly encouraged to visit the washroom **BEFORE** and / or **AFTER** the examination. But if the need arises during the examination, you must obtain permission from the invigilator, who will then make arrangement for you to be accompanied to the washroom.
  13. Do your rough work on the examination stationery provided.
  14. You **MUST NOT REMOVE** any answer booklets from the examination room.

### **END OF THE EXAMINATION**

1. If you have used more than one answer booklet and / or any loose sheets of paper, you must place them in the correct order. Remember to fill in the necessary information on these answer booklets / sheets before the end of the examination. You will not be allowed extra time to do so after the invigilator has made the announcement to stop writing.
2. Fasten your answer sheets together using the string / stapler provided.
3. You must not take out the question paper with you from the examination room unless otherwise informed.
4. You must not take from the examination room / hall any examination stationery, used or unused, rough work, or any other materials provided for the examination.
5. You must remain seated and silent until you are told to leave the examination room / hall.

### **DRESS CODE**

1. Students are required to wear proper and acceptable attire when attending classes including final exam.
2. Students are required to wear shoes and suitable attire when attending talks, seminar, site visits, attending lab sessions and final exam.
3. Improper attires may be as follows:
  - I. For all students: Obscene T-shirts, shorts, or beachwear, torn or patched jeans.
  - II. For female students: Mini-skirts 3 inches above the knee, bare midriff, bare-back, or low-cut blouses / dresses, halters, and transparent shirts.
  - III. For male students: Sleeveless shirts and any kind of ornaments, cult-like or gang-suggesting attire and symbols. Long hair must be neatly tied.

\*\*\*You will be fined for each offences (Subject to the discretion of the Exam Dept.).

**WARNING**

**ANY CANDIDATE, WHO IS CAUGHT COMMITTING, OR APPARENTLY COMMITTING A BREACH**

**OF ANY OF THE PROVISIONS OF THE RULES AND REGULATIONS, WILL BE LIABLE TO THE**

**FOLLOWING PENALTIES:**

- **Exclusion, suspension or disqualification from examinations;**
- **Suspension from attendance at the Institution for a stipulated period;**
- **Expulsion from the Institutions.**

**- THANK YOU -**