

## Examination Rules and Guidelines

- Students must report to the exam venue 15 minutes prior to the published time.
- All students MUST follow the dress code at all times.
- Students MUST bring their Student ID card, a print-out of their Statement of Entry (SOE), and the stationeries needed for the exam. You may bring a water bottle (with the label removed).
- Students must not have in their possession, or access to, any non-permitted items that are not required for the exam. Such items include:  
Communication devices, including mobile phones, smart watches (such as Apple Watch, Fitbit, and Samsung Galaxy Watch), or other electronic, mobile, technical, or computing equipment capable of accessing the internet, email, and/or storing data including notes and photographs;  
All papers, including
  - All papers, including blank paper
  - Notes
  - Correctional/removal fluid or tape.
  - Text books(unless permitted)
  - Wallets, purses, bags, food and drinks, mobile phones, smart-watches, and other electronic/interactive devices, etc. These materials will not be allowed into the exam hall and you must leave them outside the exam hall at your own risk. The institution will not be able to take any responsibility for materials lost or damaged, as a result of this.
- Students must sit at the correct seat allocated to them.
- Talking or any kind of communication between students is strictly forbidden. Silence should be maintained at all times in the exam hall. You must not communicate or attempt to communicate with anyone (except invigilators inside or outside the exam venue during the exam.)
- Students must not copy or attempt to copy from another student's work.
- Once seated in the exam hall, keep your SOE on the right-hand hand corner of your desk. In addition, place all other materials that you have, on your desk.
- A reading time of 10 minutes will be given prior to the exam starting time. You are not allowed to **write** anything during this time. The reading time is given for students to study through the exam paper and ask any questions regarding the question paper.
- You may not leave the exam room during the first hour or during the final ten minutes of your exam.
- Students who arrive after the first 15 minutes of the exam will not be allowed for the exam.
- If you require assistance during the exam, please raise your hand and wait for an invigilator to attend to you.

- Students who leave the exam venue unsupervised, cannot be readmitted to continue their exam.
- The finishing time will be announced 10 minutes before the end of the exam. During this time, you must check and ensure that any information on the front page of the question paper and answer booklets are completed before the end of the exam.
- Once the invigilator announces to stop work, you must stop writing immediately and put your pen down.
- At the end of exam, students are advised to remain seated silently and leave the hall when you are given permission. When permitted, please leave the hall quietly.

Good Luck