



## APPENDIX IV

### EXAMINATION REGULATION

In implementing the power granted under Section 13 Universiti Teknologi Malaysia (Examination) Act 1991, the Senate of UTM decides the following:

#### 1.0 Requisites on sitting the Final Examination

- 1.1 All registered and active students are required to sit for the final examination for all courses set by the Faculty, provided that the students have registered for the courses and have abide to the Regulation for Students less than 80% attendance as shown in Appendix III.
- 1.2 Faculty can defer examination for a sick student or for reasons acceptable to the University. The student is required to produce a Medical Certificate (endorsed by a government Doctor or University Medical Officer) or other supporting letter to the Dean of the Faculty not later than twenty four (24) hours after the start of the examination of that particular course except for other reasons acceptable by the University.

#### 2.0 Final Examination Supervision

- 2.1 The supervisor for the final examination is the Dean of the Faculty.
- 2.2 The final examination supervisor is responsible to ensure that the examination is being invigilated strictly and systematically.
- 2.3 The final examination supervisor should appoint invigilators and assistant invigilators. Invigilators are members of the academic staff while assistant invigilators are members of the supporting staff.
- 2.4 The invigilators and assistant invigilators are answerable to the Supervisor of the Final Examination.



### 3.0 Monitoring Final Examination

- 3.1 An invigilator is responsible for invigilating the final examination.
- 3.2 Unless permitted by the Examination Manager, at least TWO (2) invigilators should be appointed for every examination hall. One of them will be appointed as the Chief Invigilator.
- 3.3 Responsibilities of the Chief Invigilator are:
  - a. To report to the Supervisor of the Examination or his/her representative at the Faculty's office at least thirty (30) minutes before the examination starts. The Chief Invigilator will collect a sealed envelope containing the examination question papers and a list of names of students sitting for the examination;
  - b. Certify the attendance of Invigilators and assistant invigilators;
  - c. Instruct the assistant invigilators to distribute the answer booklets, attendance forms, and other examination requirements on each examination table and this should be done no later than FIFTEEN (15) minutes before the examination begins;
  - d. Instruct the students to enter the examination Hall/Room FIFTEEN (15) minutes before the examination begins;
  - e. Ensure that the students' attendance is noted and recorded correctly;
  - f. Announce the starting and ending time of the examination. Another announcement for the last FIFTEEN (15) minutes of the examination must also be made;
  - g. Remind the students regarding the consequences of the examination misconducts;
  - h. Ensure that the student is under close observation for any request from the student to leave temporarily examination hall for a specific purposes;
  - i. The chief invigilator is allowed to bar the students who disobey the examination regulation from sitting for the examination;
  - j. Report to the Examination Supervisor or his/her representative about any incident that violates the examination regulations, immediately after the end of the examination;



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- k. At any time before the last FIFTEEN (15) minutes of the examination period, the Chief invigilator may allow any student to leave the examination hall if the student wishes to submit his/her answer scripts;
- l. Instruct the invigilators and assistant invigilators to collect the answer scripts after the examination ends while students remain seated. Empty or unused answer booklets or answer scripts will be collected separately;
- m. Responsible for counting and ensuring the number of answer booklets or scripts collected;
- n. Responsible for handing over the answer booklets or scripts to the examination supervisor or his/her representative. Answer books/papers that are empty or unused are also to be submitted;
- o. Should not allow suspending, postponing or canceling any examination without the approval of the examination supervisor;
- p. Present attendance form of the invigilators and assistant invigilators to the examination supervisor or his/her representative at the Faculty's office after the examination;
- q. Collect information or evidence pertaining to any case of violation of examination rule and regulation and to surrender them to the examination supervisor or his/her representative;
- r. Responsible to ensuring the smooth running of the examination; and
- s. Authorised to take action deemed to be appropriate in managing misconduct during examination.



### **3.4 Responsibilities of the Invigilator**

- a. Report for duty to the Chief Invigilator at the examination hall/room THIRTY (30) minutes before the examination begins.
- b. Distribute/place the question papers on the student table before the students are allowed to enter the examination hall;
- c. Ensure that the information listed in the attendance slip/form matches the information on the student's identity card or matriculation card and course registration slip before collecting the attendance slip.
- d. Collect the answer booklets/scripts after the examination has ended while students remain seated. Empty or unused answer scripts need to be collected separately;
- e. Report to the chief invigilator if there is any misconduct observed during the examination;
- f. Carry out other duties as instructed by the chief invigilator.

### **3.5 Responsibilities of the Assistant Invigilator**

- a. Report for duty to the examination supervisor or his representative at the faculty's office THIRTY (30) minutes before the examination starts. They are then expected to report for duty to the chief invigilator at the examination hall/room.
- b. Assistant Invigilators are answerable to the chief invigilator and are expected to:
  - i. Bring all examination materials to the examination hall;
  - ii. Place the required examination materials on the student's table as instructed by the chief invigilator;
  - iii. Assist invigilators in collecting students' answer scripts/booklets.
  - iv. Return all examination materials after the examination has ended to the examination supervisor or his/her representative at the Faculty's office.
  - v. Carry out other duties as instructed by the chief invigilator.



#### **4.0 Final Examination Etiquette**

- 4.1 Students are advised to be at the designated examination hall/room as listed in the examination schedule no later than FIFTEEN (15) minutes before the examination begins;
- 4.2 The Head of Invigilator may allow the students to enter the examination hall FIFTEEN (15) minutes before the examination starts. Students must behave appropriately when entering the hall;
- 4.3 Students who arrive late at the examination hall, but not later than THIRTY (30) minutes, will be allowed to sit for the examination but the end of the of the examination time will not be extended as it will the same for all the students;
- 4.4 Students who arrive THIRTY (30) minutes after the examination has started will not be allowed to enter the examination hall/room or sit for the examination;
- 4.5 Students are not allowed to leave the examination hall/room for the first THIRTY (30) minutes after the examination has started and FIFTEEN (15) minutes before the examination ends. Students who wish to leave the examination hall at other time for any reason must obtain permission from the invigilator;
- 4.6 Students are required to bring the course registration slip along with their matriculation card/identity card/MyCard or passport to the examination hall. All items must be placed at the right hand corner of the desk for inspection by the invigilators.
- 4.7 Students who do not bring their course registration slip and matriculation or identity card will not be allowed to sit for the examination, except with written permission from the examination supervisor;
- 4.8 Students are prohibited from bringing any book, paper, picture, note, equipment with written notes, programmable calculator, communication device or any other devices, into the examination hall except those permitted by the chief invigilator. In addition, students are not allowed to receive any of the stated items from anyone while in the examination hall except those given by the Invigilator as permitted by the Vice Chancellor or recommended by the Faculty Examination Committee;



- 4.9 Any item borrowed by the student during the examination has to be returned to the invigilators when the examination ends.
- 4.10 Students must obey strictly all instructions given in the examination hall/room by the chief invigilator throughout the examination period;
- 4.11 Within fifteen (15) minutes before an examination starts, students are required to:
- Fill-in the attendance slip and the front page of the answer booklet/script as required; and
  - Read the examination questions without making any notes.
- 4.12 Students must write their names, MyCard/passport numbers, course and programme codes, and any other required information on each answer book and attachments used.
- 4.13 Students must read carefully and follow the instructions printed on the cover of the question paper.
- 4.14 Students must ensure that they are given the correct question papers, with complete number of pages before attempting to answer. If there is mistake, students must immediately inform the invigilator.
- 4.15 All examination related work including rough work must be done in the answer books. Pages in the answer books must not be torn out.
- 4.16 All answer books, whether used or unused, must not be brought out of the examination hall/room.
- 4.17 Students are prohibited from communicating with each other throughout the examination period.
- 4.18 Students are prohibited from eating, drinking or smoking in the examination hall/room.
- 4.19 At the end of the examination, students must ensure that their answer booklet/scripts (except empty or initial work) is organized and tied inclusive of the first copy of their attendance form according to the instructions given before handing them in to the invigilator.



- 4.20 Students must remain seated after the examination ends and should only leave the examination hall/room after being instructed to do so by the chief invigilator.
- 4.21 Students are not allowed to begin answering the questions before the examination starts and are not allowed to continue answering the questions after the examination period ends.
- 4.22 Students must enter and leave the examination hall/room in an orderly manner.
- 4.23 Students are prohibited from referring or use any reference material inside or outside the examination hall/room while the examination is being conducted, except those permitted by the chief invigilator.
- 4.24 Students are not allowed to give or receive any kind of assistance from any party related to the examination during the examination, except those permitted by the chief invigilator.

## **5.0 Examination Misconduct**

- 5.1. Students are prohibited from committing any of the following examination misconducts:
  - a. Distributing, receiving or possessing any information in electronic, printed or any other forms that are related to the course being tested in the examination whether inside or outside the examination hall during the examination period unless with the permission from the chief invigilator; or
  - b. Use the obtained information to answer the examination questions;
  - c. Cheating or attempting to cheat or doing anything that may be deduced as cheating or attempting to cheat while the examination is being conducted; or
  - d. Other misconducts as stated by the university.



## 6.0 Punishment

- 6.1 If a student was found violating any of the Rules and Regulations of the examination, after being heard by the Faculty's Academic Committee and is found guilty, the Senate can decide on any one of the penalties, or a combination of two or more penalties listed below:
  - a. To give ZERO (0) mark for the course (inclusive of coursework); or
  - b. To give ZERO (0) mark for all courses registered in that particular semester.
- 6.2 Students who have found to act against the rules and regulations of the examinations for the second time will be dealt according to the Universities and Colleges Act, 1971, Procedures according to the Universiti Teknologi Malaysia (Student Code of Conduct), 1999.