

## **GENERAL ONLINE EXAMINATION INSTRUCTIONS**

### **1. INSTRUCTIONS TO EXAMINATIONS CANDIDATES**

#### **(1) EXAMINATION TIMETABLE**

Candidates need to observe and take note of:

- (a) Date, time and place for the examination of each course as stated in the Examination Timetable provided by Faculty/Centre/Academy;
- (b) Generally, the examination schedule commences as follows:
  - MORNING SESSION (1) : 8:30 (08:30) AM
  - MORNING SESSION (2) : 11:30 (11:30) AM
  - EVENING SESSION (3) : 3:00 (15:00) PM
  - NIGHT SESSION (4) : 8:15 (20:15) PM
- (c) Any amendments to the Examination Timetable (if any) will be informed by respective lecturer/faculty.

#### **(2) IDENTITY CARD/PASSPORT AND STUDENT REGISTRATION CARD**

Candidates must record their Identity Card/Passport and Student Registration Card number on the examination document/material (if any).

#### **(3) INSTRUCTIONS WHEN IN THE EXAMINATION**

Examination through online platform obliges students / candidates to adhere themselves with discipline and integrity especially in the following matters:

- (a) When candidates are in the online examination, the students/candidates **CANNOT-**
  - (i) receive or refer to any books, papers, brochures or pictures or any other documents from anyone, except goods/materials allowed by the Examiner for open book examination.
  - (ii) communicate with one another in any way during the examination.
  - (iii) answer or sit for the examination beyond the stipulated time frame.
- (b) Once seated, the **CANDIDATES MUST-**

- (i) fill in the details of attendance together with the Identity Card/Passport/Student Registration Card are completed
- (ii) Complete the examination within the stipulated time given; and
- (iii) comply with all instructions given by the Lecturer.

**(5) DIRECTIONS AFTER THE END OF EXAMINATION**

- (a) After the end of each examination announcement is made, all **CANDIDATES MUST-**
  - (i) stop writing; and
  - (ii) send in all examination assignment/material by any medium specified by the Lecturer.
  - (iii) Contact the lecturer for the course if you are unable to submit your assignment/examination material due to technical issues (computer, internet access, etc).

**2. SUSPENSION OR CANCELLATION OF EXAMINATION**

- (1) If the Vice-Chancellor has reasons to believe that the state or the contents of any examination question or content of any examination question papers may have been known prior to the date and time of the actual exam by any person other than the examiners or the Committee of Examiners concerned or the Registrar or any person authorized by the Registrar, the Vice-Chancellor may order the suspension of the examination or cancellation of the examination question papers and give instruction to prepare new question papers.
- (2) If a situation arises where the Chief Invigilator feels, requires the cancellation or postponement of an examination, he shall stop the examination and, has to quickly stop the examination and report the matter to the Vice-Chancellor.

**3. COMPLAINTS ABOUT ONLINE EXAMINATION**

- (1) If, in the opinion of the examiner, during the examination, a situation arises which makes the examination unfair to any candidate, he shall report the matter to the Vice-Chancellor.
- (2) Any candidate, teacher/examiner or any staff of the University may complain to the Vice- Chancellor that the examination had been carried out incorrectly.

- (3) Where a matter has been reported to the Vice-Chancellor in accordance with paragraph (1) and (2) above, he may take an action as he thinks fit, and if he orders that another examination should be held, that examination shall be considered as the examination as prescribed under any Rule or Regulation that governs the relevant course.
- (4) Any complaint by any teacher/examiner of the University that the examination had been carried out incorrectly or that the provisions of any Rules or Regulations related has not been observed, must be made to the Vice-Chancellor and the Vice-Chancellor shall investigate the complaint and report the results of its investigations to the Senate. The Senate may then take such action as it deems appropriate.

**4. DISCIPLINARY ACTION FOR NON COMPLIANCE OF GENERAL EXAMINATION INSTRUCTIONS**

Disciplinary action will be taken against candidates who violate any of the instructions set out in the General Online Examination Instructions or additional instructions in force from time to time.