

NANYANG TECHNOLOGICAL UNIVERSITY

INSTRUCTIONS TO EXAMINATION CANDIDATES

1. Please read the instructions carefully as a candidate who breaches any of the **Examinations Regulations** will be dealt with by the **Board of Discipline**.
2. Examinations will be conducted during the allocated times shown in the examination timetable.
3. Candidates are allowed into the examination hall **ten minutes** before the time scheduled for the commencement of the examination. They are, however, **not permitted to turn over and read the question papers** placed on their desks until the commencement of the examination.
4. No candidate is allowed to present himself for examination later than **one hour** after the commencement of the examination.
5. The identity of every candidate will be checked during the examination. Candidates are required to bring their matriculation cards or identity cards and place them at the top right-hand corner of their desks at the commencement of each examination.
6. Candidates may bring into the examination hall only those calculators that have been approved by the School. **Unauthorised calculators** are not permitted in the examination hall. Candidates in the M.B.A., M.Sc.(MBA Specialisation), M.Mass Comm., M.Sc.(Info.Studies), M.Sc.(Info.Systems), M.Sc.(Knowledge Management) and Grad.Dip.Mass Comm. programmes are **NOT** required to have their calculators approved by the Schools concerned and are allowed to use any calculators.
7. No candidate is allowed to bring into the examination hall any **unauthorised material** such as book, paper, document or picture. Bags, waist pouches, ear or headphones are also not permitted to be brought into the examination hall. A candidate who is found to be in possession of any unauthorised material or caught cheating during the examination is liable to be expelled from the University.
8. Candidates are allowed to bring their handphones into the examination hall. However, the handphones must be **switched off** at all times. Disciplinary actions will be taken against a candidate who breaches this regulation.
9. For **open book examination**, candidates must also leave their bags **outside** the examination hall.
10. The University will not be responsible for the loss of any belongings which candidates bring with them and which they are required by this regulation to leave outside the examination hall.
11. No candidate who has entered the examination hall will be allowed to leave the hall, temporarily or otherwise for any reason whatsoever until the examination has commenced.
12. No candidate is allowed to leave his seat without the permission of an invigilator.
13. A candidate who wishes to communicate with an invigilator must raise his hand.
14. A candidate who has been given permission to leave his seat temporarily must be accompanied by an invigilator.
15. No communication by word of mouth or otherwise between candidates is allowed in the examination hall.
16. Candidates must carefully read the instructions printed on each answer book and examination question paper. The blank pages in the answer book are to be used only for candidates' rough work. Solutions or any other materials written on these blank pages will not be marked.
17. Candidates must not write their names on the answer books. They should write only their matriculation numbers in the space provided on the cover of each answer book.

18. Candidates are not allowed to write, mark, highlight or deface any reference materials provided for the examination. Any candidate found doing so is liable to have his reference materials removed from his use for the rest of the examination and be made to pay for the cost of the materials that have to be replaced.
19. No candidate who has presented himself for an examination will be allowed to hand in his answer script until **one hour** has lapsed after the commencement of the examination.
20. No candidate is allowed to leave his seat during the **last 15 minutes** before the conclusion of the examination.
21. At the conclusion of the examination, candidates must remain seated and must not communicate with one another while their answer scripts are being collected and tallied.
22. No papers, used or unused, may be removed from the examination hall except that a candidate may take with him his own question paper unless instructed otherwise.
23. Candidates must comply with the **dress code** of the University. A candidate who is not properly attired will not be admitted into the examination hall.
24. Attention is drawn to the following regulation relating to **absence** from any examination due to **illness**:

"A candidate who is absent from an examination for a degree, on account of illness, may be permitted to appear for the examination at the next period of the examination on the condition that the candidate has been examined by a registered medical practitioner and a **medical report** attached with the original medical certificate be submitted to the Graduate Studies Office within **forty-eight (48) hours** of the absence."

The medical report form is available at GSLink-Academic-Examination-Request for Medical Report Form. Candidates are responsible to provide the form to their attending doctor.

Any fee payable for the medical examination under the above regulation shall be paid by the candidate.

25. Attention is drawn to the following regulation relating to **absence** from any examination:

"A student who does not register or who, having registered, fails to take any examination for which he is eligible to sit, shall be deemed to have sat and failed the examination unless the Chair concerned is satisfied that there is good and sufficient reason for such failure to register or take the examination."

All appeals must be submitted to the Graduate Studies Office within **forty-eight (48) hours** of the absence.

26. Attention is drawn to the following regulation relating to **outstanding fees**:

"No candidate shall be entitled to be admitted to a University examination unless the Chief Financial Officer certifies that he is not in debt to the University (otherwise than as a result of a loan made by the University) or to any University hall of residence."

Candidates are reminded to settle all outstanding fees with the Office of Finance and/or rental fees with the International Student Centre before they sit for any examination.