



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 CONDITION OF 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, under the condition that the student have registered for the courses and have fulfilled the Regulations for students with less than 80% attendance.
- 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 reasons to the Dean of the faculty no later than **TWENTY-FOUR (24)** hours before the examination starts except for other reasons acceptable to the University.

2.0 SUPERVISOR OF THE FINAL EXAMINATION

- 2.1 The Examination Supervisor is the Dean of the Faculty
- 2.2 The Examination Supervisor responsible to ensure that the examination runs smoothly with the proper and orderly administration.
- 2.3 The Examination Supervisor will appoint invigilators, who must be members of the academic staff and assistant invigilators (support staff)
- 2.4 The invigilators and assistant invigilators are answerable to the Examination Supervisor.

3.0 INVIGILATION OF THE FINAL EXAMINATION

- 3.1 An Invigilators and Assistant Invigilators are responsible for the administration of the examination.
- 3.2 Unless permitted by the Examination Supervisor, at least TWO (2) invigilators should be appointed for every examination hall /room. One of the two will be appointed as the Head Invigilator.

3.3 Responsible of a Head Invigilators:

- a. The Head Invigilator must report to the Examination Director of his/her representative at the faculty's office at least THIRTY (30) minutes before the examination starts. The Head Invigilators will get a sealed envelope containing the examination question papers and a list of names of students sitting for the examination.
- b. The Head Invigilators will verify the attendance of the Invigilators and Assistant Invigilators.
- c. The Head Invigilator has to instruct the Assistant Invigilator to distribute the answer booklets, attendance forms, logarithm booklets and other necessary document needed to all desks. The distribution must be completed the latest FIFTEEN (15) minutes before the examination starts.
- d. The Head Invigilator has to instruct the students to enter the examination room/hall FIFTEEN (15) minutes before the examination starts.
- e. The Head Invigilator has to ensure that the students' attendances are recorded correctly.
- f. The Head Invigilator will announce the start and end of the examination time. He also needs to announce to the students when there is only FIFTEEN (15) minutes left before the examination ends.
- g. The Head Invigilator is to remind the students about the examination misconducts.
- h. If any student is allowed to leave the examination hall/room for a specific purpose and then to return to the hall, The Head Invigilator must ensure that the student is under close observation while he is outside the hall/room.
- i. The Head Invigilator is allowed to bar students who disobey the examination regulations to the Examination Director or the representative immediately after the examination.
- j. The Head Invigilator must report any incident which is against the examination regulations to the Examination Director or the representative immediately after the examination.

- k. The Head Invigilator may allow any student to leave the Examination Hall if the student wishes to submit the answer booklet earlier than 15 minutes before the examination ends.
- l. The Head Invigilator must instruct the Invigilators to collect the answer booklets/papers while students remain seated. Empty or unused answer booklets/papers must be collected separately.
- m. The Head Invigilator is responsible for counting and verifying the number of answer booklets/paper collected.
- n. The Head Invigilator is responsible for handling over the answer booklets/papers to the Examination Director or his representative. Answer booklet/papers that are empty or unused are also to be submitted.
- o. The Head Invigilator is not allowed to suspend, postponed or cancel any examination without the agreement of the Examination Director.
- p. The Head Invigilator has to verify the attendance of the Invigilators and Assistant Invigilators to the Examination Director or his representative at the Faculty's office after the examination.
- q. The Head Invigilator has to gather all information/evidence pertaining to any case related to the violation of the examination regulation and to surrender the information/evidence to the Examination Director or his representative.
- r. The Head Invigilator is responsible to make sure that the examination runs smoothly.
- s. The Head Invigilator is given the authority to take necessary action in order to prevent any misconduct.

3.4 Responsibilities of the Invigilator

- a. Invigilators are expected to report for duty to the Head Invigilator at the examination hall THIRTY (30) minutes prior to the examination.
- b. Invigilators have to distribute the question papers to all desks before the students are allowed to enter the examination hall/room.

- c. Invigilator have to ensure that the information written on the attendance slip matches the information on the student's identity card and/or matrix card and subject registration slip before collecting a copy of the attendance slip.
- d. Students are to remain seated in their individual seats, while the Invigilators collect the answer booklets/papers after the examination has ended. Empty or unused answer booklets/papers must be collected separately.
- e. Invigilators have to report to the Head Invigilator if there is any misconduct during the examination.
- f. Invigilator should carry out other tasks given by the Head Invigilator.

3.5 Responsibilities of the Assistant Invigilator

- a. Assistant Invigilators are required to report for duty to the Examination Director or his representative at the faculty THIRTY (30) minutes before the examination starts. Following that, they are expected to report for duty to the Head Invigilator at the examination Hall/Room.
- b. Assistant Invigilators are answerable to the Head Invigilator and are expected to:
 - i) Bring all examination necessities/equipment to the examination hall;
 - ii) Place all necessities for the examination on the student's desk as instructed by the Invigilator;
 - iii) Assist Invigilators in collecting student's answer booklets/papers;
 - iv) To return all necessities/equipment used after the examination ends to the Examination Director or his representative at the Faculty's office; and
 - v) To carry out any other tasks as instructed by the Head Invigilator.

4.0 FINAL EXAMINATION REGULATIONS

- 4.1 Students are advised to be outside the examination hall/room no later than **FIFTEEN (15) minutes** before the examination starts.

- 4.2 The Head Invigilator may allow the students to enter the examination hall/room **FIFTEEN (15) minutes** before the examination starts. Students must conduct themselves appropriately when entering the hall/room.
- 4.3 Students who arrive late at the examination hall/room, but no later than **THIRTY (30) minutes**, are allowed to sit for the examination. However these students need to complete the examination at the same as other students.
- 4.4 Students who arrive **THIRTY (30) minutes** after the examination has started are not allowed to enter the examination Hall/Room and are not allowed to sit for the examination.
- 4.5 Students are not allowed to leave the examination Hall/Room within **THIRTY (30) minutes** after the examination has started and **FIFTEEN (15) minutes** before the examination ends. Students who wish to leave the Examination Hall/Room momentarily for any reason must obtain permission from the invigilator.
- 4.6 All students are required to bring the subject registration slip and matric card and/or their identity card to the examination Hall/Room. All items must be placed at the right hand corner of the desk for inspection by the invigilator. Students are not allowed to sit for the examination if they fail to produce the mentioned items.
- 4.7 Students who do not bring the subject registration slip and the matric/identity card are not allowed to sit for the examination, unless permission has been obtained from the Examination Director.
- 4.8 Students are prohibited from bringing in any books, papers, pictures, notes, things that have notes written on, programmable calculator, communication devices or any other devices, into the examination Hall/Room unless permitted by the Head Invigilator. Apart from that, students are also not allowed to receive any of the stated items from anyone unless permitted by the Vice Chancellor as suggested by the Examiner or the Examiner Council.
- 4.9 Any item/equipment/devices loaned to the students during the examination must be returned to the invigilators when the examination ends.
- 4.10 Students must obey all instructions given in the examination Hall/Room by the Head Invigilator throughout the examination period.
- 4.11 Within 15 minutes before an examination starts, students are allowed to:
 - a) Fill the attendance slip and the front page of the answer booklet with the details required;
 - b) Read the examination questions without making any notes.

- 4.12 Students must write their name, identity card number, subject and course codes, and any other required information on each answer booklet/paper or any other appendices used.
- 4.13 Student must carefully read and follow the instruction printed on the cover of the answer booklet.
- 4.14 Students must ensure that they are given the right question paper, without any missing pages before attempting to answer any question. If a student discovers any mistake, he must immediately inform the invigilators.
- 4.15 All examination related work including rough work must be done in the answer booklet. Pages in the answer booklet must not be torn out of the booklet.
- 4.16 All answer booklets/papers, whether used, unused or rough work, must not be brought out of the examination Hall/Room.
- 4.17 Students are prohibited from communicating with other students throughout the examination time.
- 4.18 Students are prohibited from eating, drinking or smoking in the examination Hall/Room.
- 4.19 At the end of the examination period, students must ensure that their answer booklets/papers (excepts for unused answer booklets/papers or any rough work) are arranged and tied together with the first copy of the attendance slip, according to the instructions given, before submitting to the invigilators.
- 4.20 Students must remain seated after the examination ends and can only leave the examination Hall/Room after getting instruction to do so from the Head Invigilator.
- 4.21 Students are not allowed to begin answering the questions before the examination starts and are not allowed to continue working after the examination ends.
- 4.22 Students must enter and leave the examination Hall/Room in an orderly manner.
- 4.23 Students may not refer or use any reference material inside or outside the examination Hall/Room, while the examination is being conducted, unless permitted by the Head Invigilator.
- 4.24 Any kind of assistance from any party related to the examination cannot be given to or received by the students, unless permitted by the Head Invigilator.

5.0 EXAMINATION MISCONDUCT

5.1 Students are prohibited from commit any of the following examination misconduct:-

- (a) Distributing, receiving or possessing any information in electronic, printed or any other forms that are related to the subject being tested in the examination whether inside or outside the Examination Hall/Room unless with permission from the Head Invigilator; or
- (b) Using any information obtained, as mentioned in Item 5.1(a) for the purpose of answering any of the examination questions; or
- (c) Cheating or attempting to cheat or doing anything that may be deduced as cheating or attempting to cheat while the examination is conducted; or
- (d) Other misconduct as determined by the University

6.0 PUNISHMENT

6.1 If a student have been found violating any one of the rules and regulations of the examination, after being prosecuted 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 award **ZERO (0)** for overall result of the examination of the particular courses. (Including the course work)
- b) To award **ZERO (0)** for all courses registered in the semester.
- c) To suspend the student for any duration deemed appropriate by the Chairman of the Senate. The number of semester(s) suspended will be counted as part of the total number of semesters that the student has to complete his studies.

6.2 Students who violate the regulations may also face disciplinary actions under the University and College University Act 1971, Universiti Teknologi Malaysia's Guidelines (Students' Regulation), 1999.