



## EXAMINATION RULES AND REGULATIONS

### 1. OVERVIEW

- 1.1. Students are required to read and understand the examination rules and regulations regularly prior to examinations.
- 1.2. Students must comply and adhere to the examination rules and regulations. Any breach of regulation, with or without intention, is regarded as "misconduct" and will be handled under the University's disciplinary procedures.
- 1.3. Examinations will be scheduled to avoid wherever possible, recognised religious celebrations, festivals or ceremonies and key prayer times.
- 1.4. If an examination clashes with any religious observation, every reasonable effort will be made to make alternative arrangements during the exam period or at a later supplementary examination where possible.

### 2. EXAMINATION

#### BEFORE ENTERING EXAMINATION ROOM

- 2.1. Before sitting for examination, candidates are required to take the following actions;
  - 2.1.1. Peruse through the examination schedule and take note on all important information regarding the examination;
  - 2.1.2. Print out examination entry slip on the specified period and make sure all dues are fulfilled and completed.
  - 2.1.3. Take along identity card, student ID and examination entry slip to the examination. Candidates will not be allowed to sit for examination without these documents.
  - 2.1.4. Arrive at least fifteen (15) minutes prior to the commencement of the examination.
  - 2.1.5. Enter the examination hall when announced by the chief invigilator fifteen (15) minutes before examination starts through the ascribed entrance/s.
  - 2.1.6. For late arrivals, candidates may only be allowed to sit for the examination if they arrive within the first thirty (30) minutes into the examination.
  - 2.1.7. Candidates who arrive beyond thirty (30) minutes after examination starts **will not be allowed** to take the examination.
  - 2.1.8. Candidates are strongly discouraged to bring along personal belongings not meant to be used during the examination for safety reasons. Items mistakenly brought to the examination must be placed at a designated location outside the examination hall. **Candidates shall then be solely responsible for the safety of their belongings;**

#### INSIDE EXAMINATION ROOM

- 2.2. Upon taking seats in the examination hall, candidates are required to;
  - 2.2.1. Check their persons to ensure that they have not inadvertently brought in prohibited items into the examination hall. These unauthorised materials or devices may include, but not limited to;
    - i. Book, manuscript, paper, picture, programmable calculator, bag, computer, mobile phones, electronic watches, device, equipment, or any other item/material other than those specified and allowed by the chief invigilator;
    - ii. Data or information stored inside memory of mobile phone, calculator or any other form of electronic devices;



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- iii. Written or printed notes of any kind or size;
  - iv. Writing on any part of the body or items of clothing;
  - v. Writing on a ruler or any other instruments;
- 2.2.2. If there is any such items found, candidates must inform the invigilators so that the items can be placed at a designated open area inside the room. Mobile phones inadvertently brought into examination halls, must be first **switched off** and placed at the designated area throughout the examination. **Candidates shall then be solely responsible for the safety of their belongings;**
- 2.2.3. Produce their identity card, student card and their examination entry slip and place them on the **top** right hand corner of the table throughout the examination for inspection by the invigilators.
- 2.2.4. Candidates without a valid identity card/student card or examination entry slip will not be allowed to sit for the examination unless they have a written approval from the Examination Unit of the University.
- 2.3. Ten minutes prior to the commencement of the examination, candidates are requested;
- 2.3.1. To read and observe the instructions on the cover page of the answer booklet.
- 2.3.2. To fill-in particulars on the answer booklet, answer sheets or other attachments (if any), attendance slip and any other information as required or advised by the Chief Invigilator.
- 2.3.3. To ensure that the question paper received is correct and complete and immediately inform the invigilators present if the paper supplied is incorrect or incomplete.
- 2.4. Candidates are strictly not allowed to answer the questions before the announcement of the commencement of the examination by the Chief Invigilator.
- 2.5. Candidates are strictly not allowed to continue writing after the announcement made by the invigilators on the expiry of the examination duration.
- 2.6. Candidates are not permitted to leave the examination hall within the first thirty (30) minutes after the commencement of the examination and fifteen (15) minutes before the completion of the examination.
- 2.7. Candidates are strictly prohibited to communicate with other candidates or with other parties during examination.
- 2.8. Candidates are not permitted to render or receive any form of assistance on matters pertaining to the examination, when the examination is in progress.
- 2.9. Candidates must adhere to the instructions of the invigilators at all times.
- 2.10. Candidates who are ill and not able to continue with the examination must inform the invigilator.
- 2.11. Candidates are required to arrange and tie all answer booklet, cover sheet and/or the answer scripts at the end of the examination as instructed.
- 2.12. Candidates are not allowed to bring out blank, used and spoiled answer sheets and/or answer booklet cover sheet from the room/hall after the examination.
- 2.13. Candidates must return all borrowed University items for use during the examination to the invigilators at the end of the examination.
- 2.14. Candidates must remain seated in the examination hall unless allowed otherwise by the invigilator.
- 2.15. Candidates must leave the examination hall in an orderly manner.



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### 3. ACADEMIC OFFENCE

- 3.1. Students are deemed to have done an academic offence when they do the following;
  - 3.1.1. Bringing prohibited items/materials into the examination room/hall or possess unauthorised document/information in hard or soft copy or any other sources of unauthorised information inside the examination room/hall.
  - 3.1.2. Copying information from any unauthorised source, manual or electronics during the examination;
  - 3.1.3. Copying from the examination script of other candidate/s;
  - 3.1.4. Obtaining or offering improper assistance from or to other candidate/s;
  - 3.1.5. Referring to and using any prohibited reference materials in or outside the examination hall/room for the purpose of cheating during the examination.
  - 3.1.6. Communicating with other candidates during the examination.
  - 3.1.7. Soliciting, obtaining, possessing, or distributing to another person an examination document prior to or subsequent to the administration of the examination.
  - 3.1.8. Altering or changing an examination or similar document so as to mislead other users or the reader.
  - 3.1.9. Substituting for, arranging for substitution by another student, impersonating a candidate or allowing to be impersonated by another candidate during examination session or similar circumstances.
- 3.2. Forgery or misrepresentation of fabricated data, results, references, evidence or other materials such as;
  - 3.2.1. falsely claiming to have carried out experiments, observations, interviews or other forms of research;
  - 3.2.2. falsely claiming to have obtained results or other evidence;
  - 3.2.3. in the case of professional qualifications, falsely claiming to have completed hours in practice or to have achieved required competencies;
- 3.3. Plagiarism - presenting work or idea of others as one's own without acknowledging the sources, including unauthorised use and submission of other student's work as own.  
Collusion: cooperation in order to gain unlawful advantage e.g students collaborating on a piece of work and submitted as individual efforts.
- 3.4. The above list is not exhaustive and other instances of academic offence may occur. Their identification will require prudent review by the University.
- 3.5. The above definition and examples apply to all schools and similar bodies in University College of Technology Sarawak.

### 4. DISCIPLINARY ACTION FOR ACADEMIC OFFENCES

- 4.1. Candidates who are suspected to breach any part of the examination rules and regulations will be referred to the School where the misconduct was done.
- 4.2. The Dean will consider the evidence and may investigate and call the student for hearing by the School Disciplinary Committee (SDC).
- 4.3. If SDC is satisfied that the student is guilty of academic misconduct, the case will then be referred to Academic Disciplinary Committee (ADC) for further decision and penalty.
- 4.4. Students who are not satisfied with ADC's decision may appeal to the Disciplinary Appeals Committee (DAC).



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### 5. PENALTIES FOR BREACH OF EXAMINATION RULES & REGULATIONS

- 5.1. A written warning;
- 5.2. A mark of zero for the specific part/material involved;
- 5.3. A mark of zero for the entire piece of coursework or assessment;
- 5.4. A mark of zero for the entire module.
- 5.5. Award a mark of zero for all the assessments in the semester;
- 5.6. Award a mark of zero for the whole year;
- 5.7. Require the student to take reassessments in the following session;
- 5.8. In the case of postgraduate students by research, confirm the student's probationary status and require the student to undertake another annual (confirmation) review;
- 5.9. Require a postgraduate student to resubmit a thesis;
- 5.10. Suspend or terminate the student's study programme;
- 5.11. Withdraw the award of a degree or other qualification from a former student;

### 6. DECLARATION

- 6.1. In the event there are certain matters which are not covered in these Rules and regulations, but they are used in any process of the examination management and do not affect the good name of UCTS or in violation of part or all of the section or subsection in the constitution of UCTS, then it is justified and is not considered an attempt for non-compliance.
- 6.2. Subject to the approval of the Senate, these rules and regulations may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the examination management.