SCHEDULE C
GENERAL EXAMINATION INSTRUCTIONS

1. INSTRUCTIONS TO EXAMINATION CANDIDATES

(1) EXAMINATION TIMETABLE

Candidates must observe and take note of:

(a) The date, time and place for each examination paper as stated in the Examination Time Table;

(b) The starting time of the examination which is as follows:

- MORNING SESSION (1) : 8:30 (0830) AM
- MORNING SESSION (2) : 11:30 (1130) AM
- AFTERNOON SESSION (3) : 3:00 (1500) PM
- EVENING SESSION (4) : 8:15 (2015) PM

(c) The notice boards located around the examination hall/faculties from time to time for the latest amendments made (if any) to the Examination Time Table.

(2) IDENTIFICATION CARD/STUDENT CARD AND PERMISSION LETTER TO TAKE THE EXAMINATION (EXAMINATION SLIP)

Candidates must bring with them their Identification Cards/Student Cards and Examination Slips. Candidates are not allowed to write any notes on the Examination Slip. Candidates who fail to bring their Identification Cards/Student Cards and Examination Slips will not be permitted to sit for the examination until their eligibility to take the examination has been verified.

(3) PROHIBITIONS

Candidates are not permitted to:

a) take into or take out of the examination hall any book, paper, article, picture or any document or item except for items that are permitted by the Examiner/Chief Invigilator/Invigilator.

b) bring into the examination hall any bag, handbag, calculator and watch that emit sounds or is programmable, calculator casing, pencil bag and pencil case. For safety reasons, valuables such as wallets and purses are allowed to be brought into the examination hall but must be kept in
pockets/shirt pockets or pants pockets or placed under the respective candidate’s desks.

c) bring in electronic devices including handphones, pagers, and PDAs. If candidates are found to have brought in any of the above mentioned devices, they will be asked to place the said devices outside the examination hall. The Examination Section will not be held responsible for the loss of or damage to such items placed outside the examination hall.

d) enter the examination hall until the Chief Invigilator makes the announcement to enter. Candidates are responsible to seat themselves at the places assigned for the respective examination papers.

e) wear any apparel that covers their faces, are indecent and not appropriate for the occasion, slippers and gloves (except for medical students, at the clinic or laboratory) in the examination hall.

f) enter and take the examination 30 minutes after the examination has started. Candidates who are late but arrive no later than 30 minutes after the examination has started will be allowed to take the examination but will not be given extra time to complete the examination.

g) leave the examination hall within the first 30 minutes of the commencement of the examination. No one is allowed to leave the examination hall 15 minutes before the examination ends.

h) smoke and eat inside the examination hall while the examination is under way.

i) take the examination for any course or the whole course if the Dean of the Faculty has confirmed that the overall attendance record is unsatisfactory.

(4) **INSTRUCTIONS WHEN INSIDE THE EXAMINATION HALL**

(a) When in the examination hall, candidates are not allowed to:
    (i) receive any book, paper, article or photo or any other documents from anyone, except for items that are permitted by the Examiner/Chief Invigilator/Invigilator.
(ii) communicate with each other in any way whatsoever while the examination is underway. If candidates wish to speak to the Invigilator, they must raise their hands.

(iii) leave the examination hall to go to the lavatory or for any particular reason without the prior permission from the Invigilator.

(b) Once candidates take their seats, they must:
   (i) fill up details of attendance on the Examination Slips and place it together with the Identification Cards/Student Cards on the right hand corner of the desk to be collected by the Invigilator. Candidates are reminded to take back their Identification Cards/Student Cards and Examination Slips after the cards have been checked.
   
   (ii) write only the registration number and the question number on the answer booklet. CANDIDATES ARE NOT ALLOWED TO WRITE THEIR NAMES ON THE ANSWER BOOKS; and

   (iii) obey all of the instructions printed on the first page of the answer books. All drafts or outlines of answers must be written only inside the answer books. Candidates are not allowed to tear out any pages from the answer books.

(c) Disciplinary action will be taken against candidates who breach any of these Regulations.

(5) INSTRUCTIONS AFTER THE EXAMINATION HAS ENDED

(a) The Chief Invigilator/Invigilator will announce the end of each examination. After this announcement has been made, CANDIDATES MUST:
   (i) stop writing;
   (ii) tie any additional answer books and graph papers (if any) to the main answer books; and
   
   (iii) submit the answer books by placing it in the container provided or by following the method prescribed by the University before leaving the examination hall. The candidates themselves are responsible to make sure that the answer books have been submitted properly according to the prescribed method. Answer books that are not submitted according to the prescribed method will be considered as not submitted by the candidates concerned.
(b) All answer books/sheets whether used or unused must be left in the examination hall. Candidates are prohibited from taking out any books/papers whatsoever out of the examination hall.

(c) Multiple Choice Questions (MCQ) answer sheets are not allowed to be taken out of the examination hall.

(6) ABSENCE ON MEDICAL OR COMPASSIONATE GROUNDS

(a) Candidates who do not attend any examination or the examination for the whole courses based on health or compassionate grounds must submit applications to the relevant Lecturer/Head of Department/Dean of the Faculty with copies to the Chief Assistant Registrar of the Examination Section. The applications must be submitted IMMEDIATELY or not later than a period of seven (7) days from the date of the examination. The applications must be submitted together with:

(i) a medical certificates and medical reports issued by the Doctor of the Student Clinic or any government hospital or the University of Malaya Medical Centre for cases involving medical reasons. Medical certificates without any medical reports on the nature of the illness will not be given any consideration. Medical certificates and a medical reports from private clinics/hospitals will not be accepted; or

(ii) reports from the District Officers or a Police Officers in the case of compassionate grounds. Usually, compassionate grounds are cases such as the death of close relatives, fires, floods and other similar cases.

(b) Candidates who fall ill while taking an examination must report it IMMEDIATELY to the Chief Invigilator/Invigilator. Written applications together with a medical reports from the Doctor of the Students’ Health Clinic or any Government Hospitals must be submitted to the Lecturer/Head of Department/Dean of the Faculty, together with copies sent to the Principal Assistant Registrar of the Examination Section IMMEDIATELY or no later than a period of seven (7) days from the day of the relevant examination.
2. CORRESPONDENCE REGARDING EXAMINATIONS

All correspondence regarding examinations must be addressed to the Chief Assistant Registrar of the Examination Section, University of Malaya, 50603 Kuala Lumpur.

3. SUSPENSION OR CANCELLATION OF EXAMINATIONS

(1) If the Vice-Chancellor has any reason to believe that the condition or content of any examination question or the content of any examination paper may be known before the date and time of the actual examination by anyone besides the examiner or the relevant Examination Committee or Registrar or any person given authority by the Registrar, the Vice-Chancellor may issue a directive for the suspension or cancellation of the examination paper and the preparation of a new examination paper.

(2) If, there arises a situation which the Chief Invigilator feels requires a cancellation or suspension of an examination, he must end the examination and as soon as possible collect all written answer books and report the matter to the Vice-Chancellor.

4. COMPLAINTS REGARDING EXAMINATIONS

(1) If, the Chief Invigilator/Invigilator feels that during the examination, there arises a situation which renders the examination unfair towards any candidate, he must report the matter to the Vice-Chancellor.

(2) Any candidate, officer or teacher may complain to the Vice-Chancellor that an examination has been conducted in an improper manner.

(3) Where a particular matter has been reported to the Vice-Chancellor, according to paragraph (1) and (2) above, he, may take any action which he considers to be appropriate, and if he directs that another examination ought to be held, the examination concerned shall be deemed to be an examination stipulated under any Rule or Regulation that governs the relevant course.

(4) Any complaint by any teacher of the University that an examination was conducted in an improper manner or that the provision of any relevant Rule or Regulation was not observed must be made to the Vice-Chancellor and the Vice-Chancellor must investigate the complaint and report the results of his investigation to the Senate. The Senate may then take any action that it considers to be appropriate.
(5) Notwithstanding the provision of Rule 8 of the University of Malaya Rules (Conduct of Students) Rules 1999, any examination candidate who has breached any of the provisions of this Schedule shall be tried according to the provisions of this Schedule and any Regulations pertaining to it, and the Senate may take any action as it considers appropriate according to the provisions of Paragraph (6) below.

(6) Where a candidate has breached any of the provisions of this Schedule or any Regulations pertaining to it, the Senate may make any one or more of the following resolutions:

(a) rule that the student has failed the examination for any course or part of the course or the whole examination concerned;

(b) expunge the name of the student from any pass list;

(c) suspend the student from any examination of the University for a period prescribed by the Senate;

(d) rule that the student has failed the examination concerned and therefore the student shall not be allowed to be re-admitted into his programme of study; and/or

(e) authorise the Registrar to issue a general notice that the student has committed a breach of the regulations relating to the examination.

5. CONFIDENTIALITY IN THE CONDUCT AND MARKS OF EXAMINATIONS

(1) All matters relating to the conduct and the marks of examinations shall be treated as confidential and shall not be made known to any student or other persons who are not concerned therewith.

(2) All parties involved in the conduct of examinations are required to sign the Declaration of the Confidentiality of Examinations document at every semester.