



# EXAMINATION BOARD

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## EXAMINATION RULES AND REGULATIONS

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Please read these instructions carefully.

### A. Instructions to Examination Candidates

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#### 1. Things to prepare before examination

- 1.1 Students must check their examination schedule and take note of their examinations date and time well in advance. Examination schedule can also be downloaded from the website via [www.ati.edu.my/index.php/students-download-area/](http://www.ati.edu.my/index.php/students-download-area/)
- 1.2 Students must bring their **STUDENT ID CARD** to the examination room. Failing to do so, they will not be allowed to enter the examination room.

#### 2. Punctuality

- 2.1 Examinations will be conducted during the allocated times shown in the examination timetable.
- 2.2 Students must be present outside of the examination room at least fifteen **(15) MINUTES** prior to the commencement of the examination.
- 2.3 Students are advised to plan their schedule and arrive early to attend the examinations. No extra time will be given for students who are late due to traffic jams, bad weathers, etc.
- 2.4 The examination room will be opened for admission **15 MINUTES** before the time scheduled for the commencement of the examination after announcement have been made by invigilator in-charge.
- 2.5 Students **WILL NOT BE ALLOWED** into the examination room **30 MINUTES** after the commencement of the examination.

#### 3 Personal Belongings

- 3.1 All your personal belongings (e.g. bag) must be placed at the **DEPOSITORY ROOM** (library – discussion room) before student can enter the examination room. Please avoid bringing any valuable except essential materials required for the examinations.
- 3.2 **Handphones brought into the examination room must be switched off / in silent mood at ALL times.** The **handphones must be placed in the basket prepared in the examination room** according to the student's sitting arrangement number.
- 3.3 **Wallets brought into the examination room need to be placed under the student's table.**
- 3.4 The College will not be responsible for the loss or damage of any belongings in or outside the examination room.

#### **4 At the Start of the Examination**

- 4.1 Students are **NOT ALLOWED** to bring food into the examination room except drinking water.
- 4.2 **Do NOT** open the question paper until instruction has been given by the invigilator in-charge at the time of commencement of the examination.
- 4.3 Please place your **Student ID Card at the top right corner** of your examination desk for the checking of attendance and verification of identity during the examination.
- 4.4 Please check that you have the correct question paper and read the instructions printed on your examination question paper carefully.
- 4.5 Students are **NOT** permitted to leave the examination room **within the first forty five (45) minutes** after the commencement of the examination.

#### **5 During Examination**

- 5.1 Students are not allowed to communicate by word of mouth or otherwise with other candidates. Please raise your hand if you wish to communicate with an invigilator.
- 5.2 Students are strictly forbidden from possessing any information which is related to the examination questions during the conduct of the examination.
- 5.3 Unless granted permission by an invigilator, you are **NOT ALLOWED** to leave your seat.
- 5.4 Students are only allowed to go to the toilet **ONCE** during the examination. **An invigilator in-charge will escort (as far as is reasonable)** any student who wanted to go to toilet during the examination.

#### **6 At the End of the Examination**

- 6.1 Students are **NOT** allowed to leave the examination room during the last fifteen (15) minutes of the examination before the completion of the examination.
- 6.2 Do **NOT** continue to write after the examination has ended. You are to remain seated quietly while your answer papers are being collected.
- 6.3 No papers, used or unused, are to be taken out of the examination room.

#### **7 Dress Code**

- 7.1 Students must be in proper attire (Smart Casual). Students who are not properly attired will not be allowed to enter the examination room. Please ensure that you comply with the dress code of the college (Please refer to ATI College dress code policy).
- 7.2 Disciplinary officer in-charge will monitor every session during the examination period. Students who are caught not following or complying with the ATI College dress code policy will be liable to disciplinary action.
  - 7.2.1 Students will be asked to change into proper attire before continuing their exam. However, no extension of time will be given.
  - 7.2.2 In the event students insist of not doing anything about their improper attire, disciplinary officer in-charge will ask the student to leave the examination room.

## 8 Stationeries / Calculators / Dictionaries

- 8.1 Students are only allowed to take in pens, pencils, ruler, eraser and liquid paper with them into the examination room.
- 8.2 The uses of dictionaries are **NOT** allowed for all subjects. The uses of calculators are only allowed for calculations subjects. The invigilator in-charge will be informed beforehand if the uses of calculators are allowed.
- 8.3 Please make sure that **ONLY** calculators are brought into the examination room. Any calculators' covers are not allowed.
- 8.4 Students are **NOT** allowed to borrow any of the following items from each other during the examination: stationery, calculator, etc. Any form of communication amongst students is strictly prohibited.

## B. Cheating

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1. The Examination Board takes a serious view on cheating. All students are to take note of the written examination instructions issued to them as well as the announcements made during examinations.
2. A student who is suspected of cheating in examinations is liable to disciplinary action including (but not limited to) suspension or expulsion from the College. All materials or items (please refer to Section A: 3, 3.2 & 3.3) which are found in violation of any examination rules and regulations will be confiscated.
3. Whoever is caught in violation of the rules and regulations will be asked to leave the examination room immediately and referred to the college disciplinary board. If found guilty, the student can be subject to the imposition of any of the following penalties depending on the seriousness of the offense:
  - 3.1 Warning (verbal and/or written)
  - 3.2 Given an "F" grade for that particular subject
  - 3.3 Suspension from the college for a specified period of time
  - 3.4 Expulsion from the college

## C. Illness

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1. If a student were to fall ill before the examination, they must inform their lecturer in advance. And the lecturer must inform the Examination Board. Special consideration **MAY BE** given at the sole discretion of the Examination Board if student submit a doctor's recommendation as their supporting document.
2. Students who are absent from an examination due to medical emergency i.e. food poisoning, chicken pox, dengue, accident, etc. are required to submit a letter from doctor as proof.
3. Along with doctor's supporting document, students are required to fill in the Make-Up Examination Form of Medical Certification. Students can get a copy of the form from the Examination Board or download it from the website [www.ati.edu.my/index.php/students-download-area/](http://www.ati.edu.my/index.php/students-download-area/).

## D. Compassionate Leave

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1. In the event of death in student's immediate family (defined to include parents, siblings and grandparents), student may decide whether to proceed with their scheduled examination(s). If they decide not to take the examination(s), please inform the Examination Board immediately.
2. Students are required to fill in the Compassionate Leave form for Examination. Students can get a copy of the form from the Examination Board or download it from the website [www.ati.edu.my/index.php/students-download-area/](http://www.ati.edu.my/index.php/students-download-area/).
3. Leave of absence on compassionate reasons will be granted for absence from any examination(s) within 7 days of the death (starting from the day of death, and inclusive of Saturday, Sunday and Public Holiday). Students are required to submit proof of event of death i.e. death certificate, obituary and letter from parents.

## E. Absence / Lateness

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1. Students who fail to be present on the day of the examination without sufficient reasons shall be deemed to have sat for and failed the examination. The student will be graded FAIL or "F".
2. There will be **NO** second chance for students who arrive **30 minutes late** after the commencement of the examination.

## F. Supplementary Notes

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1. Every student **MUST FOLLOW** examination timetable accordingly. There will no longer be individual examination (both theory & practical) to be conducted due to students' personal problem or interest (i.e. travelling in Malaysia or oversea, attend wedding or function, etc.) unless for special cases (i.e. death of an immediate family or medical emergency).
2. Students are advised to plan their time in advance and refer to ATI College's academic calendar beforehand if they still want to go for holiday and making sure it does not clash with the final examination date and time.
3. For practical exam, in the event where students failed to follow according to the final examination timetable due to certain circumstances stated above, if the student insists on doing his own final practical exam, the full cost to conduct the practical exam must be fully borne by the student.
4. In the event of natural disasters (i.e. flash flood, earthquake) the College may delay the start of the examinations or reschedule the examination time and date.

| Version | Description                       | Prepared By      | Reviewed By       | Verified By | Approved By | Effective Date             |
|---------|-----------------------------------|------------------|-------------------|-------------|-------------|----------------------------|
| 1.2     | Examination Rules and Regulations | Jerome J. Willie | Examination Board | HOA & ACEO  | CEO         | 1 <sup>st</sup> March 2017 |