



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**Faculty of Petroleum and
Renewable Energy Engineering**

FINAL EXAMINATION GUIDELINES

1.0 CONDITIONS FOR SITTING THE FINAL EXAMINATION

- 1.1 Registered students who are active must sit for all the course final examinations determined by the faculty with the condition that they have completed the registration and are bound by the guidelines for actions to be taken on students who have less than 80% attendance.
- 1.2 The faculty may allow deferment of examination for a student who is ill or gives reasons accepted by the university. The student must obtain a **medical certificate (validated by a doctor from a government hospital or a university medical officer)** before the examination begins and present it to the Dean of the Faculty no later than **twenty-four (24) hours** after the exam has started unless reasons given for the delay are accepted by the university.

2.0 FINAL EXAMINATION ETIQUETTE

- 2.1 Students are advised to be at the designated examination hall/room as listed in the examination schedule not later than **FIFTEEN (15) minutes** before the examination begins.
- 2.2 Students with the chief invigilator's permission may enter the examination hall/room **FIFTEEN (15) minutes** before the examination begins. Students should enter the room in an orderly manner.
- 2.3 Students who arrive no later than **THIRTY (30) minutes** after the examination begins will be allowed to sit for the examination but the end of the examination time will not be extended as it will be the same for all the students.

- 2.4 Students who arrive **THIRTY (30) minutes** after or more the examination begins will not be allowed to enter the examination hall/room or sit for the examination.
- 2.5 Students are not allowed to leave the examination hall/room for the first **THIRTY (30) minutes** after the examination begins and **FIFTEEN (15) minutes** before the examination ends. If a student needs to leave the examination hall/room, he will have to seek permission from an invigilator.
- 2.6 Students are required to bring the following to the examination hall/room:
- a) course registration slip; and
 - b) matriculation card/My Card/passport; and place these items on the top right hand corner of the student's table to be checked by the invigilator.
- 2.7 Students who do not have their course registration slip and matriculation card/my Card/passport will not be allowed to sit for the examination unless a written consent is obtained from the supervisor of the examination.
- 2.8 Students **are not allowed** to bring or receive from anyone in the examination hall/room any **book, dictionary, paper, picture, notes, equipment with written text, programmable calculator, communication equipment or any other equipment** unless it is allowed by the chief invigilator to bring them into the examination hall/room. Students are also not allowed to receive any of those items from anyone in the examination hall/room unless it is given by the invigilator as permitted by the Vice Chancellor or recommended by the Faculty Examination Committee.
- 2.9 Any item borrowed by the student has to be returned to the invigilator at the end of the examination
- 2.10 Students must follow strictly all the instructions given by the chief invigilator in the examination hall/room from time to time.
- 2.11 Students are required to do the following **FIFTEEN (15)** minutes before the examination begins:
- (a) fill the attendance form and the information required on the front page of the answer booklet/script; and
 - (b) read the examination questions without making any notes.
- 2.12 Students must write their name, My card/ passport number, course code, section and program as well as other required information on each answer booklet/script or any attachments used.
- 2.13 Students must read the instructions carefully and follow the printed instructions on the cover of the answer booklet/script.

- 2.14 Students must ensure that they are given the correct examination paper and have the required number of pages before beginning the examination. If there is a mistake, students must inform the invigilator immediately.
- 2.15 Any related examination work (notes, scribbles) must be done in the answer booklet/script. Pages from these answer booklet/script should not be torn.
- 2.16 Used, spoilt or empty answer booklet/script cannot be brought out of the examination hall/room.
- 2.17 Students are not allowed to communicate with one another during the examination.
- 2.18 Students are not allowed to eat/smoke in the examination hall/room.
- 2.19 At the end of the examination, students must ensure that their answer booklet/script (except empty or initial work) is organized and tied inclusive of the first copy of their attendance form according to the instructions given before handing them in to the invigilator.
- 2.20 Students must remain seated in their places after the examination is over and will only be allowed to leave the examination hall/room after being instructed by the chief invigilator.
- 2.21 Students are not allowed to answer the examination questions before the time of the examination or continue writing after the examination over.
- 2.22 Students must enter and leave the examination hall/room in an orderly manner.
- 2.23 Students are prohibited from referring/use any references in/outside the examination hall/room during the examination unless allowed by the chief invigilator.
- 2.24 Students must not give or receive any assistance from each other or other parties in related to the examination during the examination unless allowed by the chief invigilator.

3.0 EXAMINATION MISCONDUCT

5.1 During examinations, students must not do the following:

- (a) Give/receive/own any **electronic, printed or other forms of information that is not now allowed** during the examination

in/outside the examination hall unless allowed by the chief invigilator; or

- (b) Use the obtained information to answer the examination questions;
- (c) Cheat, attempt to cheat or act in a manner that is construed as cheating during an examination; or
- (d) Other misconducts as stated by the university.

4.0 PUNISHMENT

- 4.1 If a student has acted against the rules and regulations of the examination and is found guilty by the Faculty Examination Committee, the Senate can take any of the following actions:
 - (a) give a mark of **ZERO (0)** for the course (inclusive of coursework) ; or
 - (b) a mark of **ZERO (0)** for all the courses registered in that semester.
- 4.2 Students who have found to act against the rules and regulations of the examinations for the second time will be dealt according to the Universities and Colleges Act, 1971, Procedures according to the Universiti Teknologi Malaysia (Students Code of Conduct), 1999.

Source: Academic Guidelines, Universiti Teknologi Malaysia