



Examination policies should be regularly updated and communicated clearly to students at the beginning of their programmes and again before examinations to ensure that everyone is aware of the expectations and consequences.

Examination Policies should indicate fairness, consistency, and transparency. These policies should address the procedures and rules related to examinations, covering the rights and responsibilities of both students and staff.

1. Eligibility for Examinations

Attendance Requirements: Minimum 80% attendance percentage required to qualify for exams.

Submission of Assignments: Requirement to complete and submit coursework or assignments to be eligible for the exam.

Fee Clearance: Policy regarding tuition fee payment clearance prior to exams.

Compulsory Online Teaching Evaluation (OTE) should be done prior to sitting for final examination. Otherwise results will not be released.

2. Examination Entry List

Examination Entry List will be pasted on the examination door for eligible students only. Students should sign on the entry list.

Special Requirements: Procedures for requesting special accommodations (e.g., for disabilities or medical reasons).

3. Examination Conduct and Integrity

Code of Conduct: Expected behaviour during exams (silence, no electronic devices, etc.).

Prohibited Items: List of items that are not allowed in the exam hall (e.g., mobile phones, calculators unless permitted).

Seating Arrangements: Guidelines on seating assignments, which may include randomised seating to prevent cheating.

Dress Code: Tertiary students' clothing should be **neat, clean, and appropriate including wearing shoes for an academic environment.** Outfits should not be

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too revealing, offensive, or distracting. Students should maintain a **presentable and respectful appearance** on campus.

4. Examination Procedures

Arrival Time: Students must arrive at the exam venue a set time before the exam begins (e.g., 15-30 minutes). Invigilators will encourage all students to go to the toilet before the commencement of exam. Students are NOT allowed to go out within the first hour of exam.

Identification: Requirement to present student ID or Exam Slip.

Late Entry Policy: Rules regarding latecomers (no entry after 30 minutes).

Leaving the Examination Hall: Conditions under which a student may leave the exam room, including bathroom breaks. Last 30 minutes are not allowed to leave the exam hall. Students are allowed to go to the toilet ONE time only.

Students are not allowed to leave the exam room during the first (1st) hour and the last thirty minutes (30) during an exam session.

Students must insert the final examination question paper in the exam booklet.

Students must be accompanied by an invigilator to the toilets if necessary.

5. Academic Integrity and Cheating

Definition of Cheating: Clear definition of what constitutes cheating or misconduct (e.g., plagiarism, collusion, impersonation).

For example, copy & paste directly from the websites or social media.

AI Checker & Turnitin will be used to screen the answers.

Students will score zero marks if plagiarism level exceeding 20%

Consequences: Outline of penalties for cheating (e.g., disqualification from the exam if warnings not heeded or disciplinary action will be taken, for example, suspension of sitting for exam for that particular subject).

Reporting Misconduct: Procedures for reporting any form of academic dishonesty.

Invigilators will write down the incident in the Invigilation Form.

6. Marking and Results

Grading Criteria: Clear explanation of how marks are awarded and what constitutes a pass or fail in the class.

PMI/MC/EU/March26/01

Rev: 1

Marking Criteria Briefing should be done in the class so that students can focus on answering questions appropriately.

Grading Scale is uploaded in MORE portal for students' reference & in Programme Handbook.

Release of Results: Results will be published on the last day of the semester or the first week of a new semester via CMS depending on how fast Exam Unit receives the marked scripts & Senate Meeting to finalise the results. Results will be released to those without outstanding fees only.

Review and Appeals: Procedures for students to request a review of their exam papers or appeal against their grades.

Students need to fill in a form "Appeal to remark papers" Students need to pay RM100 to re-mark by the third party to ensure fairness.

7. Retake Policy

If students fail a subject, retake & repay fee applies in the next semester according to the current rate.

8. Special Circumstances and Deferrals

Deferral Requests or (Replacement) Examinations: Conditions under which students may request to defer an exam (e.g., illness, family emergencies) at RM300 with a valid MC slip or supporting document. Only hospitalised cases are exempted from paying RM300. Set B questions will be used for these cases.

Supporting Documentation: Requirement for medical certificates or other documents to support a deferral request with valid reasons.

Usually the replacement exam will be arranged on the first Monday after the scheduled exam date.

9. Examination Room Setup and Invigilation

Invigilator Roles: Responsibilities of invigilators or proctors to ensure a fair exam environment.

Monitoring: Use of CCTV or other monitoring methods, if applicable.

10. Post-Examination Protocol

Exit Procedures: Rules regarding how students should leave the exam hall (e.g., collecting belongings, silence until outside).

Feedback: Provision of feedback on performance. Chief Invigilator will write a report after each exam in a form.

11. Examination Malpractice and Penalties

Disciplinary Actions: Consequences for engaging in examination malpractice, ranging from warnings to expulsion.

Appeal Process for Disciplinary Actions: The procedure students can follow if they wish to appeal penalties for misconduct by writing in via emails.

12. Health and Safety Protocols

Emergency Procedures: What to do in case of fire alarms or other emergencies during the examination—students must listen to the invigilators instructions to line up & exit the building in an orderly manner.

COVID-19 or Other Health Measures: Students will be notified of any health protocols by wearing masks & adhere to social distancing.

13. Supplementary Guidelines for Online Exams—not implemented yet

Technical Requirements: Necessary hardware, software, and stable internet connection.

Exam Platform: Instructions on accessing and using the online exam platform.

Academic Integrity: Rules regarding webcam proctoring, screen-sharing, or open-book policies.

14. Student Support

Contact Information: Exam Policy is uploaded in Mantissa MORE Portal & in Student Handbook. Exam Rules & Regulations will be read out by the Chief Invigilator during exam.

Counselling Services: Access to counselling or support services for students feeling anxious about exams.