

## INSTRUCTION TO EXAMINATION CANDIDATES

### **1.0 PRIOR TO EXAM**

- 1.1 Candidates are required to wait outside the exam hall while examination papers are being distributed.
- 1.2 Candidates must bring Examination Slip produced by Examination and Certification Unit along with Student ID.
- 1.3 Candidates are not allowed to bring anything except writing stationeries and calculator into the exam hall. Candidates are advised to prepare at least 3 ballpoint pens, 2 pencils, a ruler, an eraser and a calculator each.
- 1.4 The candidates have to be in the examination exam 15 minutes before the examination started. No candidates are allowed to enter the exam hall until instructed to do so.
- 1.5 Candidates need to show Examination Slip and Student ID card or IC to invigilator before entering the examination hall.
- 1.6 Candidates who arrive 30 minutes after the examination begins are not allowed to sit for the exam.
- 1.7 Candidates are not allowed to leave the exam hall during the first and the last 30 minutes of the exam.
- 1.8 Candidates are strictly not allowed to open, read and answer the question paper until they are told to do so.

### **2.0 START OF THE EXAM**

- 2.1 Candidates are required to put their Student ID card or IC and Examination Slip on their respective desk.
- 2.2 Candidates must fill in the attendance slip provided and placed on their desk until invigilator collects it.

### **3.0 DURING THE EXAM**

- 3.1 Candidates will be allowed to go to the wash room with permission from the invigilators.
- 3.2 Candidate who wishes to ask any question should attract the invigilator's attention by raising their hand.
- 3.3 Communicating or trying to communicate in any way with other candidate is strictly not allowed.
- 3.4 Any candidate caught cheating or copying will not be allowed to complete the examination and the paper will be confiscated.
- 3.5 Candidates are not allowed to borrow any stationary from other candidates while examination is in progress.

### **4.0 AFTER THE EXAM**

- 4.1 Candidates must be remains seated until permission is given to leave the exam hall.
- 4.2 Any answer sheet, used sheet or unused sheets are not allowed to be taken out of the exam hall. All sheets will be collected by the invigilators.