



FOUNDATION

Rules for the Conduct of Examinations

Examinations are conducted according to the regulations of ICEM.

Before

1. Details of Examination

Details of examination (date, time, room) shall be displayed on notice boards.

2. Timing

Students must appear in the examination room approximately 10 minutes before the start of examination.

3. ID

Students are required to an identification card when they enter the examination room.

4. Mobile Phones

Students are required to turn off their mobile phones upon entering the examination room.

5. Bags, Books, Notes, etc.

Bags, books, study notes, rough paper, dictionaries **MUST NOT** be taken into examination rooms.

6. Late

Students may be permitted to the examination at any time during the first 30 minutes of an examination of 2 hours duration or longer, and during the first 20 minutes of an examination of less than 2-hours invigilation.

7. No Extra Time

No extra time is allotted to students who come in late.

8. Stationery Materials

Each student must bring his/ her own pen, eraser, ruler (or calculator if required.) Sharing with other students is NOT permitted.

9. Pen

Students are required to write examinations using a **pen**. (not pencil)

During

1. Fill up Personal Information

Upon receiving the test paper, be sure to fill up the space allotted to write your name, ID number and section.

2. Toilet breaks

Toilet breaks are normally not permitted during the examinations.

3. Disorderly or Disruptive Behavior / Cheating

Any incident of disorderly or disruptive behavior will be formally reported and the student concerned maybe required to leave the examination room.

Acts of disorderly or disruptive behavior include the following:

- a. Possessing any form of notes made during the exam.
- b. Communicating in any way with other students.
- c. unfair use of calculator
- d. impersonation
- e. use of any communication device

4. When to Leave the Examination Room

Students may not leave the examination room during the first 30 minutes of an examination of 2-hours duration or more, or during the first 20 minutes of an examination of less than 2 hours.

5. Asking Questions

Students should not ask invigilators about the examination questions. Invigilators may not answer any questions concerning the meaning of words, questions or any other related topic.

6. Fire Alarm

If the fire alarm sounds, students are to follow the fire alarm procedure and leave all examination materials in the room.

After

1. Students must return all papers relating to the examination (including rough work) to the invigilator.
2. Once a student leaves the exam hall, he/she will not be allowed to re-enter the exam hall.



FOUNDATION
Rules for the Conduct of Examinations

Date: _____

Section: PF / F _____

We have read these rules and understood them:

| SN | Name | Signature |
|----|------|-----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| 22 | | |
| 23 | | |
| 24 | | |
| 25 | | |
| 26 | | |

| | | |
|--|--|--|
| | | |
|--|--|--|