

FINAL EXAM REGULATIONS
FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
UNIVERSITI MALAYSIA SARAWAK

All students are reminded to comply with the examination rules as described below. Failure to comply with this examination may result the student not being allowed to sit for the examination, or will be asked to leave the examination venue immediately.

FINAL EXAM REGULATIONS AND REMINDER TO THE STUDENTS:

Dress code:

1. Any students who are not properly attired according to the University Dress Code will not be admitted to the examination hall. Please ensure that you comply with the dress code of the University.
2. Slipper, skirt / shorts, sleeveless shirts **ARE NOT ALLOWED AT ALL.**
3. The Chief Invigilator reserves the right to ask any candidate to change their clothes if it does not comply to the University Dress Code.

Before the examination:

1. You are advised to come 15 minutes before an exam starts. Any student, who comes 30 minutes after the exam starts, will not be admitted for the exam.
2. You are required to bring your EXAM SLIP and MATRIC CARD/ IDENTITY CARD (IC) for each examination. Place the exam slip and matric card/identity card at the top right corner of your examination desk for the verification of identity during the examination.
3. You are strictly remind **NOT TO WRITE ANYTHING OR ANY SYMBOL ON THE EXAM SLIP** either related or not related to the exam.
4. You are not allowed to bring pencil case, any paper from outside or anything that are not allowed by the invigilator.
5. Valuable things such as purse/wallet and mobile phones should be kept in your pocket or on the floor under your table. The University will not be responsible for the loss of any belongings in or outside the examination hall.

During the examination:

1. Mobile phone should remain switched off and cannot be used during the examination.
2. When enter the examination hall, please keep silent and take your seats quietly. You are not allowed to talk to each other.
3. Candidates are not permitted to leave the examination venue during the first 30 minutes after the exam has started and the last 30 minutes before the end of the examination.
4. If you are given permission to leave the examination venue temporarily, you must be accompanied by an invigilator throughout your absence from the examination venue. The students are required to leave his/her handphone on the desk when he/she leaves the examination venue temporarily. Permission to leave the examination venue during exam is upon approval of the invigilator.
5. You are responsible to ensure that your answer scripts are submitted at the end of the examination. If you are present for the examination and do not submit your answer script, you will be deemed to have sat for and failed the examination concerned.
6. At the end of the examination, the students are required to stop writing immediately and remain seated quietly while the answer scripts are being collected and counted.
7. You are not allowed to communicate with other candidates or give or receive anything (this includes the time when answer scripts are being collected).
8. A candidate who is suspected of cheating in examination is liable for disciplinary action. All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.
9. Students must obey all instructions given by Chief Invigilator.

Students who do not to attend the examination:

1. If you have registered for a course but do not attend the examination, you shall be deemed to have sat for and failed the examination unless the Faculty concerned is satisfied that there is good and sufficient reason for your absence from the examination.
2. Students who fail to attend due to health or other emergency cases should send official evidence to the Dean or Deputy Dean (undergraduate) no later than 48 hours after the exam is conducted.