EXAMINATION RULES AND REGULATIONS

CONDUCT DURING EXAMINATION

All students are required to adhere to the following instructions:

1. Check the examination schedule and take note of your examination dates well in advance.

2. Bring the Identity Card or passport and Student Card to the examination hall.

3. Be present outside the Examination Hall at least fifteen (15) minutes prior to the commencement of the examination.

4. Enter the examination hall, upon the announcement made by the Chief Invigilator fifteen (15) minutes prior to the commencement of the examination. Students are required to enter the hall using the assigned entrance/s.

5. Students who arrive within the first thirty (30) minutes after the commencement of the examination will be allowed to take the examination. However, no additional time will be given to these students.

6. Students who arrive more than thirty (30) minutes after the examination has commenced will not be allowed to take the examination.

7. Students are strictly prohibited from bringing into the examination hall any of the following: books, papers, pictures, notes, ‘programmable calculator’, handbag, cell phone or any other device or equipment, unless allowed by the Chief Invigilator.

8. Students are not allowed to bring food and drinks into the Examination Hall. Students are also not allowed to drink, eat or smoke while in the Examination Hall.

9. Upon taking their seats in the examination hall, students are required to produce their Identity Card or passport and Student Card, and place them on the top right hand corner of the table throughout the duration of the examination for inspection by the invigilators.

Students without a valid Identity Card or passport/Student Card will not be allowed to take the examination unless with the written approval from the Chief Invigilator.
10. Ten (10) minutes prior to the commencement of the examination, students are allowed to:
   
a) Read and follow the instructions on the COVER PAGE OF THE ANSWER BOOKLET SHEET
   
b) Write your name, identity card number / passport, subject code, name of programme and other pertinent information on the answer booklet, answer sheets and other attachments submitted as or part of the answer.
   
c) Fill-in your particulars in the examination attendance slip and other information as required in the answer booklet cover sheet.
   
d) Ensure that the correct question paper is supplied, with sufficient pages as stated before attempting to answer the questions.
   
e) In the event that the student has been supplied with an incorrect examination paper, the invigilators present must be immediately informed.

11. Students are strictly not allowed to either answer the questions before the announcement of the commencement of the examination nor to continue writing after the announcement made by the invigilators on the termination of the examination duration.

12. Students are not permitted to leave the examination hall within first thirty (30) minutes after the commencement of the examination and fifteen (15) minutes before the completion of the examination.

   Students who wish to leave the examination hall for a short period during the examination must obtain the permission of the invigilators present.

13. Students are not allowed to receive any books, papers, pictures, notes, ‘programmable calculator’ and other materials or devices through any person unless the invigilator authorises them.

14. Any form of communication among students as well as between students and other parties is strictly prohibited.

15. Students are not permitted to render or receive any form of assistance on matters pertaining to the examination, when the examination is in progress.

16. Students must adhere to the instructions of the invigilators.

17. Students who fall ill or are not able to continue with the examination must report to the invigilator.

18. At the end of the examination period, the answer booklet cover sheet and/ or the answer scripts must be arranged and tied as instructed.
19. Blank, used and spoilt answer sheets and/ or answer booklet cover sheet are not allowed to be brought out of the examination hall.

20. Items that are loaned to students by the University for purpose of use during the examination must be returned to the invigilators at the end of the examination.

21. Students must remain seated in the examination hall until they are allowed by the invigilator to leave the hall.

22. Students must leave the examination hall in an orderly manner.

ACADEMIC OFFENCE

Academic offences are acts which would have the effect of unfairly promoting or enhancing one's academic standing within the entire community of Asia e University. The following is a list of some, but not all, academic offences.

1. Plagiarism. This consists of, but is not limited to, copying portions of the writing of others with only minor changes in wording, with (a) inadequate footnotes, quotes, or other reference forms of citation or (b) only providing a list of references. Paraphrasing without appropriate citation is also plagiarism.

2. Giving or receiving or possessing any information which is related to the examination questions during the conduct of examination.

3. Referring and using any prohibited reference material in or outside the Examination Hall/Room for the purpose of cheating during the examination.

4. Communicating to other students for the purpose of cheating during the examination.

5. Soliciting, obtaining, possessing, or distributing to another person an examination document prior to or subsequent to the administration of the examination.

6. Substituting for, arranging for substitution by another student, or representing oneself as another person during an examination session or comparable circumstance.

7. Altering or changing an examination or comparable document so as to mislead others.

8. Altering, changing, or forging University academic records, including attendance records, regarding oneself or others, entering the signature of any academic officer on any official University form, or causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
9. Infringing upon the right of other students to fair and equal access to any University library resources and comparable or related academic resources. This may include, but not limited to, theft, mutilation, unreasonably delayed responses when materials are requested by the University Library Management or not returning materials upon deadline.

10. Attempting deliberately to prevent other users access to the University computer system, deprive them of resources, degrade system performance, or copying or destroying files or programmes without consent.

11. Falsification of data collected in the conduct of research or the presentation of falsified data in papers, manuscripts, books or other documents submitted for publication or for the degree requirements.

The above is not an exhaustive list and other instances of academic offence may occur. Their identification will require the prudent judgment of the University Academic Committee. The above definitions and examples apply to all Asia e University students regardless of the programmes in which they are enrolled.

PENALTY

Students who violate any part of the Examination Rules and Regulations will be referred to the University Disciplinary Committee. If found guilty, students may be subject to the imposition of any one or a combination of two or more of the following penalties:

1. Warning

2. Fine up to a maximum of RM 500.00 (USD 150).

3. Nullification or adjustment of entire examination results or any part of the examination results for that semester.

4. Exclusion from any specified part or parts of the University.

5. Suspension from membership of the University for a fixed period of time.

6. Payment of compensation or damages for any damage to property and University facilities or any third party claimant.

7. Expulsion from the University