



Notice to Candidates

Make sure you know the rules before you take your examinations.

1. College will be conducting virtual examination for all students. (Applied only to students who have completed Exam Training. If you haven't completed, kindly inform Student Services Department before 10th October 2024.)
2. If you are attending college for the exam please inform the Registrar Department by inquiry to registrar Department before 1400hrs of 10th October 2024.
3. Check the Exam Format before attending the Exam, On OPEN BOOK exam, students can only refer to hard copies. Students will not be able to use any digital notes.
4. Also note that there will be *NO REASSESSMENT* of any exam.
5. You must be present for the exam 30 minutes before the start of the exam.
6. You will NOT CALL to join. You should wait until the invigilator calls to join the exam session.
7. Check the group and class from the Exam Timetable.
8. You must follow the instructions of the invigilator at all times.
9. You must sit at a distance in a way you, your writing pad and surrounding area of the desk can be seen clearly. You must be able to reach the computer / laptop easily via mouse to scroll up and down the paper when needed.
10. You must be visible to invigilators at all times.
11. You must keep the microphones on at all times.
12. Have on your desk only what you need for the exam (pens (**blue ink ONLY**), pencils, examination pads, erasers, mobile phone, data transfer cable and reading materials; *textbooks and notes* etc.).
- Please note that you are required to have an *EXAMINATION PAD* to write the answers, and you must use a pen with *BLUE INK* only.
13. You will not be allowed to go out of exam hall during the exam for any reason.
14. You will have to wait till the time duration is up for the paper.
15. You can only leave once invigilator confirm that they have received the exam answer script in the correct format to portal.
16. You may use a calculator unless told otherwise. You must not use the calculator function of another device.
17. Any technical issues during exam must be reported to invigilators immediately. A technical staff will contact you and you should be on call with the staff until the issue is solved. If you could not rejoin the exam due to any issue within 15 minutes you will not be able to continue the exam.
18. All students MUST have Wifi connected to their Exam setup and phone throughout exam.
19. You must not become involved in any unfair or dishonest practice before, during or after the examination.
20. All Students must complete the exam training session to sit on the exam and students must ensure that they are familiar with the full exam procedures.

If you cheat, use any unfair practice or break the rules, you may be disqualified.

GOOD LUCK.