



### 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 23<sup>rd</sup> May 2023.)
2. **If you are attending the college campus for the exam, please inform the Registrar Department through inquiry before 1400hrs of 25<sup>th</sup> May 2023 (Thursday).**
3. You will be having an OPEN BOOK examination and can refer to your textbooks and 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.
10. You must be able to reach the computer / laptop easily via mouse to scroll up and down the paper when needed.
11. You must be visible to invigilators at all times.
12. You must keep the microphones on at all times.
13. 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.*
14. You will not be allowed to go out of exam hall during the exam for any reason.
15. You will have to wait till the time duration is up for the paper.
16. You can only leave once invigilator confirm that they have received the exam answer script in the correct format to portal.
17. You may use a calculator unless told otherwise. You must not use the calculator function of another device.
18. 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.
19. **All iPhone users must install iTunes to their own laptops to transfer the scanned exam paper to the laptop. If not your phone should have mobile data or Wi-Fi connected to upload the paper to the portal from [www.mandhucollege.edu.mv](http://www.mandhucollege.edu.mv)**
20. You must not become involved in any unfair or dishonest practice before, during or after the examination.
21. 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.
22. **If you cheat, use any unfair practice or break the rules, you may be disqualified.**

**GOOD LUCK.**