



NOTICE TO CANDIDATES

1. You must be present for the exam 30 minutes before the start of the exam.
2. You will NOT CALL to join. You should wait until the invigilator calls to join the exam session.
3. Check the group and class that you have to join.
4. You must follow the instructions of the invigilator at all times.
5. You must sit at a distance in a way you, your writing pad and surrounding area of the desk can be seen clearly.
6. You must be able to reach the computer / laptop easily via mouse to scroll up and down the paper when needed.
7. You must be visible to invigilators at all times.
8. You must keep the microphones on at all times.
9. 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.
10. You will not be allowed to go out of exam hall during the exam for any reason.
11. You will have to wait till the time duration is up for the paper.
12. You can only leave once invigilator confirm that they have received the exam answer script in the correct format to portal.
13. You may use a calculator unless told otherwise. You must not use the calculator function of another device.
14. 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.
15. You must not become involved in any unfair or dishonest practice before, during or after the examination. If you cheat, use any unfair practice or break the rules, you may be disqualified.

OFFICE OF THE REGISTRAR
