

## 2.4 Assessment

An assessment is an evaluation of a student's performance through examinations, tests, laboratory work, assignments, oral presentations, industrial internship, workshops and other activities specified by the lecturer.

### 2.4.1 Methods of Assessment

Students are assessed throughout the semesters through their coursework and the final examinations which are determined for respective courses.

#### 2.4.1.1 Coursework

Coursework comprise of tests, assignment, laboratory work, oral presentations, workshop practices, projects and others.

#### 2.4.1.2 Final Examination

Final examination sessions are usually held at the end of the semester. There are courses whereby students are assessed throughout the semester without having to sit for final examinations.

### 2.4.2 Final Examinations

#### 2.4.2.1 Eligibility

All students are eligible to sit for examination in condition that they have:

**2.4.2.1.1** Registered for the course, and

**2.4.2.1.2** Fulfilled the minimum of 80% attendance requirement as stated in the course outline.

**2.4.2.1.3** Settled all outstanding dues with University

#### 2.4.2.2 Examination Schedule

The examination schedule is planned following the academic calendar at the end of semester. Any travel arrangement for the semester break must be made after the examination week as the clashes between the examination dates and the traveling dates will not be considered.

#### 2.4.2.3 Examination Slip / Docket

An examination slip / docket is a compulsory document to be presented during final examination. Students are required to collect their examination docket at the time and place specified by the Registration & Examination Unit of Registry. The Exam Docket is collected from Exam Unit and must be validated by the student. Failure to do so will result in a penalty and/or barred from sitting for the examination.

#### 2.4.2.4 Examination Attendance

Students who fail to sit for any final examination without written approval will obtain an 'F' grade for the course(s) involved.

#### 2.4.2.5 Medical Certificate

The University will only recognize medical certificates from, local Government Hospitals and other health establishment recognized by University. Time Slip is a slip given to a student by the clinic to indicate that the student had gone to see the doctor for medical consultation.

#### **2.4.2.6 Examination Rules and Regulations for Students**

- 2.4.2.6.1** Proper attire as specified in the University dress code should be worn during the examinations.
- 2.4.2.6.2** Students are required to arrive at the examination venue thirty (30) minutes for security screening before the examination begins.
- 2.4.2.6.3** Students are not allowed to sit for the examination if they arrive thirty (30) minutes after the examination starts.
- 2.4.2.6.4** Students are not allowed to enter the examination hall until being instructed by the Head of Invigilators.
- 2.4.2.6.5** Only pencils, pens, erasers, rulers, non-programmable calculators and other items as allowed by the Head of Invigilators can be brought into the examination hall.
- 2.4.2.6.6** Students are not allowed to bring any form of document e.g. books, notes, papers and other materials without the permission of the Head of Invigilators.
- 2.4.2.6.7** Students are not allowed to enter the examination hall without their student ID card and examination slip.
- 2.4.2.6.8** Students are not allowed to open the question booklet until they are instructed to do so.
- 2.4.2.6.9** Students are advised to read the instructions on the cover page of the question papers before the start of the examination.
- 2.4.2.6.10** Students are required to place their student ID card and examination slip on the right corner of their table.
- 2.4.2.6.11** Students are not allowed to smoke in the examination hall.
- 2.4.2.6.12** Food and drinks are not allowed in the examination hall.
- 2.4.2.6.13** Handphones and other electronic devices (eg. Programmable Calculator, smartphones, smartwatch, tablet devices, iPod, Notebook, Camera etc) are prohibited in the examination hall.
- 2.4.2.6.14** Students are required to fill in all the necessary information on the answer booklet and attendance slip.
- 2.4.2.6.15** Students are not allowed to write their names and student numbers on the answer sheet.
- 2.4.2.6.16** Students are not allowed to leave the examination hall thirty (30) minutes after the examination starts and thirty (30) minutes before the examination ends.
- 2.4.2.6.17** Any parts of the answer booklet or papers are not allowed to be taken out of the examination hall.
- 2.4.2.6.18** Students are not allowed to communicate with, receive assistance from or copy and/or allow other students to copy from them during an examination. Students who fail to abide the academic rules and regulations and are caught copying, bringing notes, cheating or attempting to cheat, will be testified for Academic Misconduct and the case will be deliberated in University Academic Disciplinary Committee. Penalties or disciplinary actions for cheating or attempting to cheat which include Academic Dismissal will be imposed to students who fail to comply the academic rules and regulations.
- 2.4.2.6.19** Students are not allowed to make any noise during the examinations.
- 2.4.2.6.20** Students should stop writing once the Head of Invigilator has instructed them to do so at the end of the examination. An invigilator has the right to reject a student's answer booklet if he/she fails to do so.

- 2.4.2.6.21 Students are not allowed to leave the examination hall until instructed by the Head of Invigilator.
- 2.4.2.6.22 Students are advised to recheck all the necessary information in the answer booklet before handing it to the invigilator.
- 2.4.2.6.23 Students are required to tie the answer booklet and any other relevant papers, which they intend to submit to the invigilator if necessary.
- 2.4.2.6.24 Students are required to sit for the final examinations of all registered courses unless a permission to withdraw from the course has been granted.
- 2.4.2.6.25 All answers must be in ink except for diagrams and answers on the Optical Mark Reader (OMR) sheet.
- 2.4.2.6.26 A student who wishes to visit the washroom must obtain permission from and must be accompanied by the Invigilator.
- 2.4.2.6.27 During an examination, any kind of communication is not allowed in the examination hall except with the Head of Invigilator and authorized persons.
- 2.4.2.6.28 All bags and books must be placed at the space specified by the Invigilators outside the examination halls.

#### **2.4.2.7 Special Examination**

- 2.4.2.7.1 Students who are unable to take the final examination due to medical reasons or reasonable causes may with approval take a special examination at a designated time. Students who are allowed to take special examination are as follows:
  - 2.4.2.7.1.1 Students with a pass status but fail in one or two courses for the semester (final semester) before undergoing internship programme.
  - 2.4.2.7.1.2 Final semester and graduating students who are unable to sit for the final examination for one or two courses and are certified as unwell by University panel clinics. Approval from respective Faculty Dean is required.
- 2.4.2.7.2 The student must immediately notify the Examination Unit using the appropriate form and furnish appropriate evidence e.g. a supporting medical certificate and medical report obtained at the time of the illness.
- 2.4.2.7.3 Except in unusual circumstances approved by The Senate, notification by the student received more than one (1) week after the date of the last examination will not be taken into account by the University.
- 2.4.2.7.4 The Examination Fee for the special examination is RM100.00 per course.

#### **2.4.2.8 Breach of Examination Rules and Regulations**

Should a student breach any of the above conducts, the Head of Invigilators has the authority to disqualify him/her from the examination.

If a student is found guilty, he/she will be given an 'F' grade for the course and may be suspended from his studies for a period determined by the University or other actions deemed suitable.