

Policy on Examinations

Instructions To Examination Candidates

Please read these instructions carefully. A candidate who breaches any of the Examination Regulations will be liable to disciplinary action including (but not limited to) suspension or expulsion from the Institution.

A. Timings

- Examinations will be conducted during the allocated times shown in the examination timetable.
- The examination room will be open for admission 10 minutes before the time scheduled for the commencement of the examination. You are to find your allocated seat but **do not** turn over the question paper until instructed at the time of commencement of the examination.
- You will not be admitted for the examination after one hour of the commencement of the examination.

B. Personal Belongings

- All your personal belongings (such as bags, pouches, ear/headphones, cellphones, laptops etc.) must be placed at the designated area either outside the examination room or at the front of the room. Please do not bring any valuable belongings except the essential materials required for the examinations.
- Any unauthorized materials, such as books, paper, documents, pictures and electronic devices with communication and/or storage capabilities such as tablet PC, laptop, smart watch, cell phones, portable audio/video/gaming devices etc. are not to be brought into the examination hall.
- **Cell phones brought into the examination room must be switched off at ALL times.** If your cellphone is found to be switched on in the examination room, the cellphone will be confiscated and retained for investigations of possible violation of regulations.
- Photography is not allowed in the examination room at all times.
- All materials and/or devices which are found to violate any examination regulations will be confiscated.
- The Institute will not be responsible for the loss of any belongings in or outside the examination room.

C. At the Start of the Examination

- **Do not** turn over the question paper placed on your desk until instructed at the time of commencement of the examination.
- Please place your identification documents (such as identity card, passport, driving license or other approved document) at the top right corner of your examination desk for the marking of attendance and verification of identity during the examination.
- Please check that you have the correct question paper and read the instructions printed on your examination question paper carefully.

D. During Examination

- You are not allowed to communicate by word of mouth or otherwise with other candidates (this includes the time when question/answer scripts are being collected).
- Please raise your hand if you wish to communicate with an invigilator.
- Unless granted permission by an invigilator, you are not allowed to leave your seat.
- Once you have entered the examination room, you will not be allowed to leave the room **until one hour after** the examination has commenced.
- If, for any reason, you are given permission to leave the room temporarily, you must be accompanied by an invigilator throughout your absence from the examination hall. **You are required to leave your cellphone or other electronic devices in your bags/pouches when you leave the room temporarily.**
- All answers, with the exception of graphs, sketches, diagrams, etc. should be written in black or blue pen, unless otherwise specified. Answers written in pencil will not be marked.
- Do not write on, mark, highlight or deface any reference materials provided for the examination. If found doing so, the reference materials will be removed from your use for the rest of the examination and you will be made to pay for the cost of the materials that have to be replaced.

E. At the End of the Examination

- You are not allowed to leave the examination hall during the last 15 minutes of the examination and during the collection of the answer scripts. All candidates must remain seated throughout this period for invigilators to properly account for all answer scripts to be collected.
- At the conclusion of the examination, you are to stop writing and **remain seated quietly** while your answer scripts are being collected and counted.
- No papers, used or unused, may be removed from the examination room.
- You are to stay in the examination room until the Chief Invigilator has given the permission to leave.
- You are responsible to ensure that your question/answer scripts are submitted at the end of the examination. If you are present for the examination and do not submit your
- question/answer script, you will be deemed to have sat for and failed the examination concerned. Any unauthorized removal of question/answer script or part of answer script from the examination room would deem the answer script as null and void.

F. Dress Code

- Candidates who are not properly attired will not be admitted to the examination room. Please ensure that you comply with the dress code of the Institute.
- To maintain the good image of the Institute, students are reminded to be appropriately attired in a manner befitting the status of BAMS I students as well as the occasion, when you are on campus grounds. You should dress appropriately in lecture rooms/ tutorial rooms / laboratories / workshops / library / offices. For example, Clothing
 - you must not expose your midriff, chest, upper thigh or show visible cleavage or undergarment
 - you must not wear clothes that are transparent (see-through)
 - your clothes must not bear any vulgar, offensive or obscene prints or language

- For security purposes, students must be readily identifiable at all times with their faces uncovered. Students shall not wear anything that prevents ready identification such as helmets, masks or veils or hoodies.
- In addition to the above, students shall adhere to the safety guidelines issued by their respective courses on appropriate attire and footwear for laboratories/ farm practical.

G. Cheating

- The Institute takes a serious view of cheating. Cheating includes, but is not limited to, use of unauthorized aids, copying from another student's work or allowing another student to copy from them, submitting another person's work as their own, and/or fabrication of data. All students are to take note of the written examination instructions issued to them as well as the announcements made during examinations.
- A candidate who is suspected of cheating in examinations is liable to disciplinary action including (but not limited to) suspension or expulsion from the institute. All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.

H. Absence

- If you have registered for a course but fail to take the examination, you shall be deemed to have sat for and failed the examination unless administration is satisfied that there is good and sufficient reason for your absence from the examination.

I. Outstanding Fees

- You will not be admitted to any Institution examination until your outstanding fees are paid in full.