

NANYANG POLYTECHNIC EXAMINATION INSTRUCTIONS TO STUDENTS

INTRODUCTION

- 1 You are expected to be familiar and to comply with the following instructions.
- 2 If you breach any of the examination regulations or instructions, you are liable to disciplinary action.
- 3 The examination instructions are subject to revision as and when necessary.

GENERAL

- 4 You must update any change in personal particulars immediately via myNYP portal or at i@Central, Information and Service Centre or School Admin Services Office.
- 5 You must bring your student card for each examination.
- 6 You are allowed into the examination centre 15 minutes before the time scheduled for the start of the examination. Latecomers will not be given extra time.
- 7 **If you arrive 30 minutes after the start of the examination, you will not be allowed to sit for the paper.**
- 8 If you are affected by a major disruption, such as a major transport delays/natural factors (eg. floods), please proceed directly to the examination centre and report to the invigilator at the centre. If you arrive at the centre within 30 minutes after the start of examination, you will be given full duration of the paper. If you arrive at the centre beyond 30 minutes after the start of examination, you will not be allowed to sit for the examination, but will be considered for alternative assessment instead. Excuse chits are not required for train disruptions.
- 9 You must not bring into the examination centre any unauthorised materials (such as notes or calculator covers) and electronic devices (such as smart watches). Possession of any unauthorised materials or devices will be considered as an act of dishonesty, thereby breaching the NYP Assessment (Credit-based) Regulations.
- 10 You must leave your bag outside the examination centre or at the designated area inside the examination centre. However, you should put your wallet and/or mobile phone (which must be switched off) under your chair in the examination centre. The Polytechnic will not be responsible for any loss of personal belongings.
- 11 If you are down with a contagious disease, such as chicken pox, please exercise social responsibility by not reporting to the examination centre. Please inform your School and submit the Statement of Absence (SOA) online within the stipulated timeframe.

AT THE EXAMINATION CENTRE

- 12 You are not allowed to leave, once present at the examination centre, until 30 minutes have elapsed after the start of the examination and during the last 10 minutes of the examination.
- 13 You are not allowed to talk, eat or drink in the examination centre.
- 14 You are not allowed to borrow any instrument, stationery, etc. from other students.
- 15 If you wish to communicate with the invigilator, you must remain seated and raise your hand.
- 16 You must not leave your seat without the permission of the invigilator. If, for any reason, you are allowed to leave the examination centre, arrangements will be made for you to be under supervision during your absence.

- 17 You are not allowed to turn over the question paper until permission is given. Once permitted, you are to check that you have been given the correct and complete set of question paper. You may then read the question paper but must not start writing until you are told to do so.
- 18 You must place your student card at the top right hand corner of the examination desk.
- 19 You must write your admission number clearly on the front cover of the answer book and other supplementary sheets of paper. Do not write your name.
- 20 You are to remain seated until all answer books have been collected. You may leave the examination centre only after you have been told to do so.
- 21 Any answer books which are not submitted to the invigilator in the examination centre will not be accepted for grading.
- 22 No used or unused answer books/paper may be removed from the examination centre except your question paper, unless otherwise specified.

DISRUPTION DURING EXAMINATION

- 23 In the event of a disruption to an examination, such as the ringing of fire alarm during the examination, you should stay calm and follow the instructions of the Chief/Senior Invigilator in the examination centre.
- 24 Please be familiar with the exit points of your examination centres.

ABSENCE FROM EXAMINATION

- 25 If you are absent from any assessment including examination without a valid and acceptable reason, you are deemed to have sat and failed that assessment.
- 26 With effect from 1 August 2019, you are required to update your absence from classes and all assessments including examinations immediately via the Statement of Absence (SOA) System in myNYP Portal.
- 27 In addition, you must submit the original documentary evidence, such as medical certificates, within two (2) working days from the last day of the absence to your school's administration office. For example, if the last day of your absence is on a Friday, you must submit the original documentary evidence by Tuesday, 6pm.
- 28 Medical certificates must be endorsed by a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who should not be a family member. Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.
- 29 Submission of a valid medical certificate does not guarantee that you can sit for an alternative assessment under existing policy. Unless otherwise permitted, you will have only one attempt at passing the alternative assessment.

APPEAL TO REVIEW ASSESSMENT RESULTS

- 30 If you fail any module in the Semestral Assessment, you may, on payment of an administrative fee of S\$26.75 per module, request a review of your assessment results within three working days from the day the assessment results are released. Appeals must be made at i@Central, Information and Service Centre. The fee will be refunded if the appeal is successful.