

# **INTERNATIONAL COLLEGE OF YAYASAN MELAKA**

## **EXAMINATION RULES**

### **1.0 CANDIDATE RESPONSIBILITIES BEFORE THE EXAMINATION**

- 1.1 Candidates must take note of the examination timetable so that candidates will not make mistake of the time and place for the examination taken.
- 1.2 Candidates are advised to be outside the Examination Hall not later than 15 minutes before the examination begins. All candidates are required to bring identification cards, examination slip and matrix card. Candidates who do not have a examination slip is not allowed in the case of eligibility proved to the Chief Invigilator. Candidates who do not have identity cards are required to convince the Chief Invigilator or Invigilator in charge.
- 1.3 Books, paper, document, notes or pictures, except the things that are certified by the examiner, cannot be brought in or out by a candidate from the examination hall.
- 1.4 Candidates are allowed to bring pencil case, calculator and other tools into the examination hall.
- 1.5 Candidates are required to wait outside the Examination Hall until given permission by the Invigilator in charge. Not one candidate was allowed to enter the Examination Hall later than 30 minutes after the test run.
- 1.6 Candidates who do not take the examination at the place as printed in examination slip will be considered not taking examination.

### **2.0 CANDIDATE RESPONSIBILITIES DURING THE EXAMINATION**

- 2.1 Candidates are asked to take the following actions after taking their places:
  - a) Fill up the attendance form and the information required on the front page of answer papers cover.
  - b) Place your examination admission slip, national identity card and student identity card (matrix card) at the top right-hand corner of your respective desk.

- 2.2 All candidates are **NOT ALLOWED** to bring any food and beverages to the Examination Hall during the examination. Mobile phones are **NOT ALLOWED** to be brought into the examination hall. Any loss of valuables things outside the examination hall is the responsibility of the candidates.
- 2.3 Candidates are not allowed to communicate with each other during the examination, whether through speech or other means. If candidates want to contact the invigilator, candidate must raise hand.
- 2.4 Candidates should ensure that all answer sheets are arranged and tied properly. Candidates are not allowed to leave the examination hall until the answer scripts collected by the Invigilator and get the next instruction.
- 2.5 Candidates are not allowed to leave examination hall within the first thirty minutes of examination and fifteen minutes before the examination end.
- 2.6 Candidates are not allowed to take out question papers, except with the permission of the Chief Invigilator. Candidates are also not allowed to bring out the answer sheet whether used or not used.
- 2.7 Candidates who are sick during the examination is carried out must report it immediately to the Invigilator on duty.
- 2.8 Candidates who obtained **IMITATES** or **ALLOW OTHERS IMITATES** in the examination will be subjected in accordance with ICYM Examination Rules.

### **3.0 PENALTY**

- 3.1 Candidates who obtained **IMITATES** or **ALLOW OTHERS IMITATES** in the examination will be subjected in accordance with ICYM Examination Rules.
- 3.2 Actions of any one or any appropriate combination of two or more of the following penalties may be:-
  - a) Give a zero mark '0 'to the final examination for that course.
  - b) Suspend the student for a semester of study.
  - c) Cancel the student results for the entire semester final examinations.
  - d) Discontinued the candidate from study.

## **4.0 DRESS CODE**

4.1 Candidates must always dressed according to the dress code set by the College. Dress code is as follows:-

### **4.1.1 Male Student:**

- a) In full uniform shirt with a tie. Any type of jeans, T-shirts either collar or "round-neck" are **NOT ALLOWED**.
- b) Shoes with socks. Sports shoes and slippers are **NOT ALLOWED**.
- c) Students are **NOT ALLOWED** to have a long-haired reached shirts collar. Wearing hats or other head cover are **NOT ALLOWED**.

### **4.1.2 Female Student :**

- a) Dress modestly, and skirts above the knees. Any type of jeans, T-shirts either collar or "round-neck" are **NOT ALLOWED**.
- b) Sports shoes and slippers are **NOT ALLOWED**.
- c) Any mask is **NOT ALLOWED**.

4.2 Candidates who do not comply with the regulations, will not be allowed to enter the examination hall until the regulations are adhered.

4.3 All candidates must always put the matrix card at the top right-hand corner of respective desk

## **5.0 CANDIDATES NOT ATTEND EXAMINATION RESPONSIBILITY**

5.1 Candidate who not attend for any examination which is registered shall give reasons in writing to the Division of Academic Affairs and supported by valid documents before or within 5 days after the examination carried out. Candidates who fail to do so or not have any reasonable grounds and will be given a grade of 'F' for the course.

5.2 Candidate who are unable to attend due to illness, must obtain a medical certificate from Government Hospital or Clinic only with written reasons to the Division of Academic Affairs after the examination.

5.3 A candidate who fails to attend all of the paper without giving reasonable cause to the Division of Academic Affairs, will be deemed to have failed the whole examination.

## 6.0 APPEAL AGAINST FINAL EXAMINATION RESULT

- 6.1 Any appeal against the final examination result shall be communicated in writing to the Division of Academic Affairs by the student within 2 weeks after the results were announced. Any appeal received after this time will not be entertained.
- 6.2 Every appeal filed shall state the course to re-examined and submit a copy of the examination results.
- 6.3 A fee of RM25.00 for each courses re-examined requested must be paid prior to the Registration Unit, Sponsorships & Credit (PPK) ICYM. The receipt of the appeal form must be submitted to the Academic Affairs Division. Payment made are not claimable.
- 6.4 Division of Academic Affairs will refer to the Dean of the School for each appeal filed.
- 6.5 If necessary the Dean of the School will establish a Committee of Appeal Examination Results in which him/her as a Chairman, other lecturer and course lecturer or examiner may be called to participate on this committee to revise the answer sheet.
- 6.6 The Revision is to ensure that there are no technical errors in terms of one mixing or missing a part or an error in the scoring for an answer give.
- 6.7 Dean will give the committee result to the Academic Affairs Division to submit to the Board of Academic for confirmation before it is notified to the students.

## **7.0 RE-SITTING /SPECIAL EXAMINATION**

7.1 The conditions which enable students to re-sitting examination are:

- a) Received confirmation Medical Certificate (MC) from government doctor.
- b) Next of kin of the death of a parent (including law), husband or wife, son, daughter, brother or sister. Death Certificate should be attached as evidence.
- c) For cases that are not specified, the Vice President of Academic in exercising its discretion to allow the students to re-sitting the examination.

## **DRESS CODE FEMALE STUDENTS**



## **DRESS CODE MALE STUDENTS**

