

ACADEMIC ENGLISH PROGRAMME SEPT 2021

EXAM DATE	:	READING	(20th Jan 2021)
		8.30am – 9.30am	
	:	WRITING	(20th Jan 2021)
		10.00am – 11.00am	

FINAL EXAMINATION RULES AND REGULATIONS

1. Please be on time for your exam. **BE EARLY**. Log in to Zoom fifteen minutes (15 min) before your exam starts.
2. **NO EXTRA TIME** will be given if you join the meeting late, and you have to submit the paper within the stipulated time.
3. You **WILL NOT BE** allowed to sit for the final examination if you are 15 minutes late.
4. Make sure you have a stable Internet connection so that you can sit for your exam without any disruption.
5. All exams will be conducted using Google form. Please answer the questions according to the instructions given.
6. Make sure your camera is turned on while the exam is on. If you think you have problems with your camera or internet connection, find a solution before your exam day. Any reasons given on that day will not be entertained.
7. **You will be removed from the Zoom meeting if your camera is not turned on.** You are advised to use a computer / iPad to answer the questions on Google form. It may be hard for you to type a full essay using your phone.
8. Do not copy, paste answers or plagiarize. All your answers will be checked using Turnitin. Any plagiarism detected will be given zero marks.
9. Please go to the washroom before your exam starts as you **CANNOT** use your exam time to do so. You will not be given extra time.
10. If you suddenly encounter technical problems and are unable to continue your exam, **immediately** inform the invigilator or your teacher in the Whatsapp group. **DO NOT** wait till the last minute.
11. Once you have completed the exam, click the submit button and immediately inform the invigilator in the chat box that you have finished. You **ARE NOT** allowed to leave the Zoom meeting until the invigilator confirms your submission.
12. Please be silent throughout the examination. Communication is only through the Chat box.