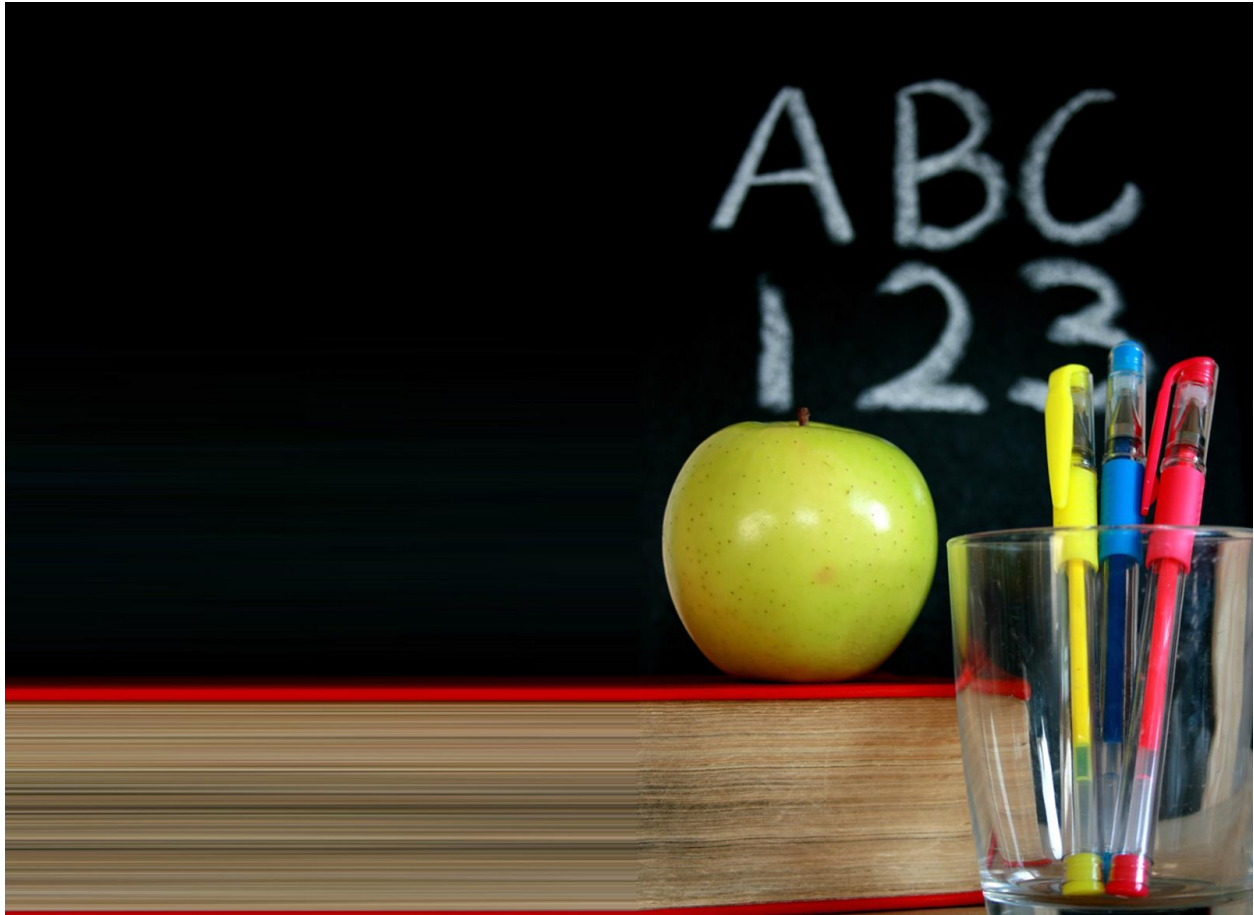


GUIDELINES FOR THE CONDUCT OF THE EXAMINATIONS UNIVERSITY OF MALAYA (SEMESTER SYSTEM)



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CONTENTS

1. RESPONSIBILITIES AND DUTIES OF THE CHIEF INVIGILATOR
2. RESPONSIBILITIES AND DUTIES OF AN INVIGILATORS
3. IMPORTANT CONTACT NUMBERS
4. INSTRUCTION TO EXAMINATION CANDIDATES (ENGLISH & MALAY)

RESPONSIBILITIES AND DUTIES OF THE CHIEF INVIGILATOR

1. RESPONSIBILITIES OF THE CHIEF INVIGILATOR

The Chief Invigilator is responsible to the Vice - Chancellor on examination matters that are carried out by the University for the duration of appointment as the Chief Invigilator during the examination period. He/she is to:

- (a) report at the Examination Hall 30 minutes before the scheduled time for examination;
- (b) ensure that Invigilators and Assistant Invigilators adhere to the duties assigned and to stipulated regulations before the onset of the examination, during and after the examination ends;
- (c) ensure that candidates follow instructions on examination procedures before the onset of the examination, during and after the examination ends;
- (d) fully understand the rules and instructions that have been drawn up by the Examination Section; and
- (e) ensure that the examination is carried out smoothly, without incidents.

2. DUTIES OF THE CHIEF INVIGILATOR

(1) Before the Examination

- (a) Oversees the attendance and duties of Invigilators;
- (b) Fairly allocates the duties of Invigilators and releases question papers for distribution;
- (c) Make announcement to candidates that pencil cases, mobile phones, wallets, valuables or any other items that are allowed by the University to the examination hall, are to be kept in a clear **PLASTIC BAG** (provided by the University) sealed and placed them under their desk for the duration of the examination; and
- (d) Make announcement for candidates to start answering the questions immediately after the recording on examination rules and regulations ends.

(2) During the Examination

- (a) Ensures that no candidate leaves the Examination Hall during the first 30 minutes after the examination commences.
- (b) Ensures that Invigilators collect, count and check attendance slips of each candidate and complete the Students' Attendance List Form (UM-PT01-PK05-BR004).
- (c) Ensures that late candidates (more than 30 minutes) are barred from sitting for the examination.
- (d) Ensures that Assistant Invigilators check and monitor candidates who leave the hall for the toilet and when they return.
- (e) Ensures that no candidate leaves the Examination Hall within the last 15 minutes before the examination ends;

- (f) Make announcement for candidates to stop writing at the end of the examination and other necessary announcements thereon.
- (g) Gives permission for candidates to leave the examination hall upon notification by the Invigilators.

(3) **After the Examination**

- (a) Ensures that the number of answer scripts collected and signed for, tallies with the total number of candidates present for the examination.
- (b) Ensures that Invigilators count the number of answer scripts collected and completes the Students' Attendance List Form (UM-PT01-PK05-BR004).
- (c) Ensures that Examiners submit the Confirmation of Receipt of Examination Scripts form (UM-PT01-PK05-BR007-S01) before collecting the answer scripts.
- (d) Verifies the Confirmation of Receipt of Examination Scripts form (UM-PT01-PK05-BR007-S01) by signing the said form and submits to the Examinations Section.
- (e) Ensures the Chief Invigilator's Report form (UM-PT01-PK05-BR006-S02) and the Confirmation of Receipt of Examination Scripts form (UM-PT01-PK05-BR007-S01) are fully completed before submission to the Examinations Section.

(4) **Candidates Requiring Medical Attention**

Informs the Examinations Section representative or Officer-in-Charge should any candidate require the services of the University's Students' Clinic.

(5) **Special Cases**

Allocates invigilators for duties relating to special cases.

3. **EXAMINATION RULES AND REGULATIONS**

The following are to be duly observed by the Chief Invigilator/ Invigilators with regard to candidates' responsibilities:

Period	Responsibilities of the Candidate
Before the Examination	- To bring along the Identity Card/Passport and the Student ID Card. - To avoid bringing prohibited items such as bags, loose papers, printed and written materials into the Examination Hall. These items are not allowed in the Examination Hall. - All valuables such as mobile phone, wallet and any other electronic communication devices are kept in a clear PLASTIC BAG (provided by the University), sealed and placed them under their desk for the duration of the examination.

During the Examination	Candidates are absolutely not allowed to: - Leave the Examination Hall during the first 30 minutes of examination. - Communicate between/among candidates in the Examination Hall. - Arrive later than 30 minutes after the commencement of the examination. Candidates will not be allowed to sit for the examination. - Eat and smoke in the Examination Hall. - Leave the Examination Hall 15 minutes before the examination ends.
After the Examination	- To stop writing immediately after the announcement to do so is made at the end of the examination. Writing of any kind, altering, underlining, highlighting, etc in the answer script is strictly prohibited. - To leave the Examination Hall is not allowed until all answer scripts are collected from candidates and counted. - No additional time is given unless proof is produced to merit the award of additional time. (Only disabled candidates are given this consideration.)

Prepared by:

Examinations Section
Academic Division
Registrar's Department
December 2013

RESPONSIBILITIES AND DUTIES OF AN INVIGILATOR

1. RESPONSIBILITIES OF AN INVIGILATOR

The Invigilator is responsible to the University of Malaya to invigilate candidates in the Examination Hall for the duration of appointment as an Invigilator. He/she is to:

- (1) report for duty 30 minutes before the examinations starts;
- (2) ensure that candidates adhere to the examination rules and regulations before the examination starts, during and after the examination ends;
- (3) understand the examination regulations as stipulated by the University; and
- (4) ensure the smooth running of the examination.

2. DUTIES OF AN INVIGILATOR

(1) Before the Examination

- (a) Receives question papers from the Chief Invigilator and distributes to each candidate's desk.
- (b) Check to ensure that candidates bring only items that are permitted into the Examination Hall.

(2) During the Examination

He/she is to:

- (a) Check that all information printed on the Attendance Slip to be in accordance with the candidate's identity card/passport and the Student ID card and to collect completed Attendance slips.
- (b) Verify and confirm candidates' attendance based on the List of Students Attendance form (UM-PT01-PK05-BR004).
- (c) Submit the Attendance slips and form (UM-PT01-PK05-BR004) to the Chief Invigilator. To ensure that all candidates remain in the Examination Hall during the first 30 minutes of the examination.
- (d) Ensure that Assistant Invigilators check and monitor candidates who leave the hall for the toilet and when they return.
- (e) write a report on candidates who were:
 - (i) 30 minutes late for the examination;
 - (ii) without any identification documents
 - (iii) absent for the examination;
 - (iv) medically unfit during the examination
 - (v) barred from sitting for the examination and yet attended the examination;
 - (vi) found breaking the examination rules and regulations, example cheating, etc.

- (f) ensure that no candidate leaves the Examination Hall during the last 15 minutes before the examination ends;
- (g) take turns for a 15-minute break for refreshments (morning and afternoon) and a 20 minutes lunch break according to the invigilation schedule.
- (h) Collect answer scripts from candidate desks immediately after the Chief Invigilator announces the end of the examination.
- (i) Count and check answer scripts and to ensure that the total number of scripts tallies with the total number of candidates attending the examination.

(3) After the Examination

He/she is to:

- (a) Complete the Confirmation of Receipt of Answer Scripts form (UM-PT01-PK05-BR007-S01) before submitting to the Chief Invigilator.
- (b) Submit the (UM-PT01-PK05-BR007-S03) form to the Chief Invigilator for the Examinations Section.

(4) Candidates Requiring Medical Attention

Informs the Examinations Section representative or Officer-in-Charge should any candidate require the services of the University's Students' Clinic.

(5) Special Cases

To invigilate candidates on special cases as instructed by the Chief Invigilator as and when is required.

3. EXAMINATION RULES AND REGULATIONS

The following are to be duly observed by the Chief Invigilator/ Invigilators with regard to candidates' responsibilities:

Period	Responsibilities of the Candidate
Before the Examination	- To bring along the Identity Card/Passport and the Student ID Card. - To avoid bringing prohibited items such as bags, loose papers, printed and written materials into the Examination Hall. These items are not allowed in the Examination Hall. - All valuables such as mobile phone, wallet and any other electronic communication devices are kept in a clear PLASTIC BAG (provided by the University), sealed and placed them under their desk for the duration of the examination.

During the Examination	Candidates are absolutely not allowed to: - Leave the Examination Hall during the first 30 minutes of examination. - Communicate between/among candidates in the Examination Hall/Room. - Arrive later than 30 minutes after the commencement of the examination. Candidates will not be allowed to sit for the examination. - Eat and smoke in the Examination Hall. - Leave the Examination Hall 15 minutes before the examination ends.
After the Examination	- To stop writing immediately after the announcement to do so is made at the end of the examination. Writing of any kind, altering, underlining, highlighting, etc in the answer script is strictly prohibited. - To leave the Examination Hall is not allowed until all answer scripts are collected from candidates and counted. - No additional time is given unless proof is produced to merit the award of additional time. (Only disabled candidates are given this consideration.)

Prepared by:
Examinations Section
Academic Division
Registrar's Department
December 2013

IMPORTANT CONTACT NUMBERS

EXAMINATIONS SECTION

PUAN KHALIDAH MUSHAR	-	3266
PUAN AZLINA SARDI	-	3267
PUAN EZATULSHIMA M. ARIFF	-	3500
PUAN NUR BAHYAH SUJANA	-	3358
CIK MAIMUNAH KAMARUDDIN	-	3496
PUAN MARIYAH TAMIN	-	3517
GENERAL OFFICE	-	3401/3585/3450/3402

STUDENT HEALTH CLINIC

GENERAL OFFICE	-	7949 3780
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SECURITY OFFICE

SECURITY COUNTER (24 HOURS)	-	3582/7070
TRAFFIC UNIT	-	4071/4074

PROPERTY DEVELOPMENT & MAINTENANCE OFFICE (JPPHB)

PUAN NOR ASLINDA KASHIM (COMPLAINT)	-	7967 3999
ENCIK MUHD SUFIAN ISHAK (ELECTRICAL)	-	3555
HJ. DAUD MOHAMAD (CONDITIONING COLD)	-	3566
ENCIK AZALI / ENCIK AMAR (TELEPHONE)	-	7007
ENCIK HAMDAN (CIVIL)	-	3314

EXAMINATION HALLS

HALL 1 (GROUND FLOOR), BANG. PEPERIKSAAN	-	7445
HALL 3 (LEVEL 1), BANG. PEPERIKSAAN	-	7447
HALL 4 (LEVEL 1), BANG. PEPERIKSAAN	-	7448
DEWAN TUNKU CANSELOR (DTC)	-	3364
AUDITORIUM PERDANA SISWA (AUDI)	-	3567
APM 1 (SEMARAK HALL),	-	7268
APM 2 (ANGSANA HALL)	-	7268

UNIVERSITI MALAYA

PENGUMUMAN KETUA PENGAWAS KEPADA CALON

1. **PENGUMUMAN AWAL**

SEPULUH (10) MINIT SEBELUM PEPERIKSAAN BERMULA –

(PENGUMUNAN AKAN DIBUAT MELALUI RAKAMAN BAGI PEPERIKSAAN YANG DIADAKAN DI DEWAN PEPERIKSAAN. PEPERIKSAAN DI TEMPAT LAIN, PENGUMUMAN DIBACA OLEH KETUA PENGAWAS)

“CALON – CALON, SILA MASUK KE DEWAN”

2. **SETELAH CALON BERADA DI TEMPAT DUDUK MASING – MASING**

LIMA (5) MINIT SEBELUM WAKTU PEPERIKSAAN –

(PENGUMUNAN AKAN DIBUAT MELALUI RAKAMAN BAGI PEPERIKSAAN YANG DIADAKAN DI DEWAN PEPERIKSAAN. PEPERIKSAAN DI TEMPAT LAIN, PENGUMUMAN DIBACA OLEH KETUA PENGAWAS)

“PERINGATAN PENTING. DENGAR BAIK – BAIK KENYATAAN INI

- (1) ***CALON – CALON DILARANG MAKAN, MEROKOK DAN BERCAKAP-CAKAP, SEMASA BERADA DI DALAM DEWAN PEPERIKSAAN.***
- (2) ***JIKA ADA CALON TERBAWA MASUK BEKAS PENSIL, TELEFON BIMBIT, BEG DUIT, SARUNG MESIN PENGIRA, NOTA, BUKU ATAU ALAT KOMUNIKASI/ELEKTRONIK YANG TIDAK DIBENARKAN, SILA MASUKKAN BARANGAN TERSEBUT KE DALAM BEG PLASTIK YANG DIBEKALKAN OLEH PIHAK UNIVERSITI DAN MELETAKKAN BEG PLASTIK TERSEBUT DI BAWAH MEJA MASING-MASING SEPANJANG TEMPOH PEPERIKSAAN.***
- (3) ***SAYA ULANGI. JIKA ADA CALON TERBAWA MASUK BEKAS PENSIL, TELEFON BIMBIT, BEG DUIT, SARUNG MESIN PENGIRA, NOTA, BUKU ATAU ALAT KOMUNIKASI/ELEKTRONIK YANG TIDAK DIBENARKAN, SILA MASUKKAN BARANGAN TERSEBUT KE DALAM BEG PLASTIK YANG DIBEKALKAN OLEH PIHAK UNIVERSITI DAN MELETAKKAN BEG PLASTIK TERSEBUT DI BAWAH MEJA MASING-MASING SEPANJANG TEMPOH PEPERIKSAAN.***
- (4) ***SILA PASTIKAN TELEFON BIMBIT YANG DISIMPAN DALAM BEG PLASTIK TERSEBUT BERADA DALAM MOD SENYAP ATAU DIMATIKAN SAMA SEKALI.***

- (5) KAMI AKAN MEMERIKSA BARISAN DEMI BARISAN DAN JIKA TERDAPAT CALON MEMPUNYAI BARANG – BARANG LARANGAN TINDAKAN TATATERTIB AKAN DIAMBIL ATAS CALON ITU.
- (6) CALON MESTI MEMASTIKAN MESIN PENGIRA YANG AKAN DI BAWA MASUK BUKAN DARI JENIS YANG BOLEH DI PROGRAMKAN. CALON JUGA TIDAK DI BENARKAN MEMBAWA MASUK JAM TANGAN YANG MEMPUNYAI MEMORI.
- (7) CALON DIKEHENDAKI MEMBAWA BERSAMA KAD PENDAFTARAN/PASPOT DAN KAD PENDAFTARAN PELAJAR MASING – MASING KE DALAM DEWAN PEPERIKSAAN.
- (8) ISIKAN SLIP KEHADIRAN DAN LETAKANNYA BERSAMA-SAMA DENGAN KAD PENGENALAN/PASPOT DAN KAD PENDAFTARAN PELAJAR DI PENJURU KANAN MEJA MASING-MASING. JANGAN TULIS APA-APA NOTA PADA SURAT KEBENARAN MASUK PEPERIKSAAN.
- (9) SILA BACA ARAHAN PADA MUKA HADAPAN BUKU JAWAPAN. ISIKAN MUKA HADAPAN BUKU JAWAPAN ANDA SEKARANG DENGAN BUTIR-BUTIR YANG PERLU. SEMUA SOALAN HENDAKLAH DIJAWAB DALAM BUKU JAWAPAN. BUKU JAWAPAN TAMBAHAN HANYA AKAN DIEDAR APABILA BUKU JAWAPAN INI TELAH HABIS DIGUNAKAN. JANGAN KOYAKKAN KERTAS DARI BUKU JAWAPAN.
- (10) JIKA CALON HENDAK KE TANDAS, MEREKA AKAN DIPERIKSA DENGAN RAPI.
- (11) CALON TIDAK BOLEH MENINGGALKAN DEWAN PEPERIKSAAN SETENGAH JAM PERTAMA PEPERIKSAAN BERMULA DAN 15 MINIT SEBELUM PEPERIKSAAN BERAKHIR.
- (12) CALON MESTI BERHENTI MENULIS APABILA DIUMUMKAN MASA MENJAWAB TAMAT. JIKA ADA CALON YANG INGKAR, PENGAWAS BERHAK TIDAK MENGAMBILKIRA SEBARANG JAWAPAN YANG DITULIS SELEPAS MASA TAMAT MENJAWAB DIUMUMKAN.
- (13) CALON-CALON MESTI SEMAK BAHAWA TIAP-TIAP KERTAS SOALAN ADALAH BETUL DAN MEMPUNYAI MUKA SURAT YANG LENGKAP. JIKA TIDAK, SILA ANGKAT TANGAN.”

3. MASA MULA PEPERIKSAAN

(PENGUMUMAN DIBACA OLEH KETUA PENGAWAS)

“CALON-CALON BOLEH MULA MENULIS”

4. **LIMA BELAS MINIT SEBELUM TAMAT**

(PENGUMUMAN DIBACA OLEH KETUA PENGAWAS)

“PERHATIAN,

CALON DIINGATKAN MASA MENJAWAB ADA LIMA BELAS MINIT SAHAJA LAGI. CALON-CALON TIDAK BOLEH MENINGGALKAN DEWAN PEPERIKSAAN MULAI SEKARANG SEHINGGA PEPERIKSAAN TAMAT”.

5. **MASA TAMAT PEPERIKSAAN**

(PENGUMUMAN DIBACA OLEH KETUA PENGAWAS)

- (1) “CALON-CALON DIKEHENDAKI BERHENTI MENULIS SAYA ULANGI, CALON-CALON DIKEHENDAKI BERHENTI MENULIS.***
- (2) SILA PASTIKAN NOMBOR KAD PENDAFTARAN PELAJAR DAN NOMBOR SOALAN, ADA PADA MUKA HADAPAN BUKU JAWAPAN. IKAT BUKU JAWAPAN TAMBAHAN (JIKA DIGUNAKAN) BERSAMA-SAMA DENGAN BUKU JAWAPAN DAN KEMUDIAN LETAKANNYA DI PENJURU SEBELAH KANAN ATAS MEJA MASING-MASING. PENGAWAS AKAN MENGUTIP BUKU JAWAPAN DARI MEJA CALON SEKARANG. CALON TIDAK DIBENARKAN MENINGGALKAN DEWAN PEPERIKSAAN SEHINGGA KESEMUA BUKU JAWAPAN TELAH SELESAI DI KUTIP.***
- (3) CALON JUGA DIKEHENDAKI DUDUK DITEMPAT MASING-MASING DAN TIDAK MEMBUAT BISING SEHINGGA DIBENARKAN BERSURAI.***
- (4) CALON-CALON TIDAK DIBENARKAN UNTUK MEMBAWA KELUAR DARI DEWAN PEPERIKSAAN BUKU JAWAPAN, BUKU LOG DAN LAIN-LAIN ALAT YANG DIBEKALKAN SEKIRANYA ADA “.***

6. **PENGUMUMAN AKHIR**

(PENGUMUMAN DIBACA OLEH KETUA PENGAWAS SETELAH MEMASTIKAN SEMUA PENGAWAS MENGUTIP SEMUA SKRIP JAWAPAN).

“CALON BOLEH MENINGGALKAN DEWAN PEPERIKSAAN SEKARANG”.

UNIVERSITY OF MALAYA

INSTRUCTIONS TO EXAMINATION CANDIDATES

1. EARLY ANNOUNCEMENT

TEN (10) MINUTES BEFORE EXAMINATIONS BEGIN –

(RECORDED ANNOUNCEMENT WILL BE MADE FOR HALLS AT THE EXAMINATION BUILDING. OTHER VENUE ANNOUNCEMENT TO BE READ OUT BY THE CHIEF INVIGILATOR).

'CANDIDATES, YOU MAY ENTER THE HALL'

2. ONCE THE CANDIDATES HAVE TAKEN THEIR SEATS

FIVE (5) MINUTES BEFORE EXAMINATIONS –

(RECORDED ANNOUNCEMENT WILL BE MADE FOR HALLS AT THE EXAMINATION BUILDING. OTHER VENUE ANNOUNCEMENT TO BE READ OUT BY THE CHIEF INVIGILATOR).

'IMPORTANT REMINDER. LISTEN CAREFULLY TO THE FOLLOWING INSTRUCTIONS :

- (1) ***YOU ARE NOT ALLOWED TO EAT, SMOKE AND SPEAK WHILE IN THE EXAMINATION HALL.***
- (2) ***THOSE CANDIDATES WHO HAVE BROUGHT IN PENCIL CASES, MOBILE PHONE, WALLET, PURSE, CALCULATOR SLEEVES, NOTES, BOOKS, ELECTRONIC COMMUNICATION DEVICES OR OTHER PROHIBITED ITEMS, MUST KEEP THEM IN A PLASTIC BAG PROVIDED BY THE UNIVERSITY, SEALED AND PLACED UNDER YOUR DESK FOR THE DURATION OF THE EXAMINATION.***
- (3) ***I REPEAT. IF YOU HAVE BROUGHT IN PENCIL CASES, MOBILE PHONE, WALLET, PURSE, CALCULATOR SLEEVES, NOTES, BOOKS, ELECTRONIC COMMUNICATION DEVICES OR OTHER PROHIBITED ITEMS, YOU MUST KEEP THEM IN A PLASTIC BAG PROVIDED BY THE UNIVERSITY, SEALED AND PLACED UNDER YOUR DESK FOR THE DURATION OF THE EXAMINATION.***
- (4) ***PLEASE ENSURE THAT YOUR MOBILE PHONES ARE SWITCHED OFF OR IN SILENT MODE.***
- (5) ***EACH ROW OF OCCUPIED DESKS WILL BE EXAMINED AND DISCIPLINARY ACTION WILL BE TAKEN AGAINST ANY CANDIDATE FOUND IN POSSESSION OF PROHIBITED ITEMS.***

- (6) **CANDIDATES ARE ALSO NOT ALLOWED TO BRING PROGRAMMABLE CALCULATORS OR WRIST WATCHES WITH MEMORY CAPACITY INTO THE EXAMINATION HALL.**
- (7) **PLEASE MAKE SURE THAT YOU HAVE YOUR IDENTITY CARD/PASSPORT AND STUDENT ID CARD WITH YOU.**
- (8) **COMPLETE THE ATTENDANCE SLIP AND PLACE IT TOGETHER WITH YOUR STUDENT ID CARD AND YOUR IDENTITY CARD ON THE RIGHT – HAND CORNER OF YOUR DESK. DO NOT WRITE ANYTHING ON YOUR EXAMINATION SLIP.**
- (9) **READ THE INSTRUCTIONS PRINTED ON THE FRONT COVER OF YOUR QUESTION BOOKLET. FILL IN THE REQUIRED INFORMATION ON THE FRONT COVER OF YOUR ANSWER BOOKLET NOW. ALL ANSWERS MUST BE WRITTEN IN THE ANSWER BOOKLET. ADDITIONAL ANSWER BOOKLETS WILL BE PROVIDED ONLY WHEN THE CURRENT ONE HAS BEEN COMPLETELY USED UP. DO NOT TEAR PAGES OUT OF THE ANSWER BOOKLET.**
- (10) **A THOROUGH BODY SEARCHED WILL BE DONE ON ANY CANDIDATE BEFORE AND AFTER USING THE TOILET.**
- (11) **YOU ARE PROHIBITED FROM LEAVING THE EXAMINATION HALL THIRTY (30) MINUTES AFTER THE EXAMINATION HAS BEGUN AND FIFTEEN (15) MINUTES BEFORE THE EXAMINATION ENDS.**
- (12) **YOU MUST STOP WRITING WHEN INFORMED THAT THE TIME IS UP. IF A CANDIDATE IGNORES THIS INSTRUCTION, THE INVIGILATOR HAS THE RIGHT TO REFUSE TO TAKE INTO ACCOUNT ANY ANSWERS WRITTEN AFTER THE CANDIDATE HAS BEEN INFORMED THAT THEIR TIME IS UP.**
- (13) **EACH CANDIDATE MUST ENSURE THAT HE OR SHE IS SITTING FOR THE CORRECT EXAMINATION PAPER AND THE QUESTION PAPER CONTAINS THE CORRECT NUMBER OF PAGES. ANYONE WITH MISSING OR BLANK PAGES PLEASE RAISE YOUR HAND. WE WILL REPLACE THE QUESTION PAPER’.**

3. AT THE BEGINNING OF THE EXAMINATION

(TO BE READ OUT BY THE CHIEF INVIGILATOR)

“CANDIDATES MAY BEGIN WRITING NOW”.

4. FIFTEEN (15) MINUTES BEFORE THE END OF THE EXAMINATION

(TO BE READ OUT BY THE CHIEF INVIGILATOR)

“ATTENTION CANDIDATES, YOU HAVE ANOTHER FIFTEEN (15) MINUTES. YOU ARE NOT ALLOWED TO LEAVE THE EXAMINATION HALL UNTIL THE EXAMINATION IS OVER”.

5. AT THE END OF THE EXAMINATION

(TO BE READ OUT BY THE CHIEF INVIGILATOR)

- (1) *“CANDIDATES PLEASE STOP WRITING
I REPEAT, PLEASE STOP WRITING”.***
- (2) *PLEASE MAKE SURE YOUR REGISTRATION NUMBER AND THE NUMBER OF QUESTIONS YOU HAVE ANSWERED IS WRITTEN ON THE FRONT PAGE OF THE ANSWER BOOKLET IF YOU HAVE USED ADDITIONAL ANSWER BOOKLETS, PLEASE ENSURE THAT ALL ANSWER BOOKLETS HAVE BEEN SECURELY TIED TOGETHER. PLACE ALL ANSWER BOOKLETS ON YOUR DESK. THE INVIGILATORS WILL COLLECT THE ANSWER BOOKLETS FROM YOUR DESKS NOW. CANDIDATES ARE NOT ALLOWED TO LEAVE THE EXAMINATION HALL UNTIL ALL ANSWER BOOKLETS HAVE BEEN COLLECTED.***
- (3) *PLEASE REMAIN SEATED & SILENT UNTIL YOU ARE DISMISSED***
- (4) *YOU ARE PROHIBITED FROM REMOVING ANY ANSWER BOOKLETS, LOG BOOKS OR OTHER EXAMINATION AIDS THAT HAVE BEEN SUPPLIED TO YOU IF ANY FROM THE EXAMINATION HALL”.***

6. FINAL ANNOUNCEMENT

(TO BE READ OUT BY THE CHIEF INVIGILATOR ONCE THE INVIGILATORS HAVE CONFIRMED THAT THEY HAVE COLLECTED ALL THEIR ANSWER SCRIPTS).

“CANDIDATES MAY LEAVE THE HALL NOW”.

**EXAMINATIONS SECTION
UNIVERSITY OF MALAYA
DECEMBER 2013**