

IES ACADEMY
REGULATIONS FOR EXAMINATION CANDIDATES

Date of Issue: 27 May 2024

ARRIVING AT THE EXAMINATION ROOM

- 1 You are advised to arrive at the examination room at least 15 minutes before the scheduled start of the examination.
- 2 You must show your NRIC or equivalent document as proof of identity.
- 3 You will not be permitted to enter the examination room to sit for the examination if you are late more than 30 minutes.

BEFORE YOU ARE ASSIGNED SEAT IN THE EXAMINATION ROOM

- 4 You shall place all your personal belongings at the designated areas of the examination room.
- 5 You shall not bring any electronic equipment (including calculators, mobile phones, electronic watches, earphones, laptops and tablets) to your assigned desk unless authorized by the invigilator.
- 6 You shall only bring your writing material with you to your assigned desk for the examination.

DURING THE EXAMINATION

- 7 Please check that you have the correct examination paper, and that your copy is complete and in the correct language.
- 8 Please read the instructions at the head of your question paper, and make sure you comply.
- 9 Candidates must not talk or communicate with one another and must not intentionally allow other candidates to see their answer scripts.
- 10 You are not allowed to use any electronic/smart devices (including calculators, mobile phones, electronic watches, earphones, laptops and tablets) during the examination.
- 11 If you are required to do calculation for answers, you are only allowed to use the calculator permitted/provided by the invigilator and not any other electronic/smart devices. Candidates are not permitted to share calculators between themselves. Use of a non-permissible type of calculator or other electronic/smart device will be regarded as cheating.
- 12 If you have a query or need the assistance of an invigilator in any way, please raise your hand to attract the attention of the invigilator. Do not leave your seat.
- 13 In an Open-Book Examination (if applicable), candidates shall use only the course materials provided/permitted by IES Academy. Do not mark or deface these course materials provided by IES Academy, if any.

- 14 If you need to do any rough work for examination, please use the rough papers provided by IES Academy.
- 15 Once the invigilator announces that the examination has ended, you must stop writing.

EMERGENCY USE OF TOILET FACILITY

- 16 If you need to visit the toilet during the examination, you should raise your hand to attract the attention of the invigilator who will give you permission to do so.
- 17 You shall not bring any electronic/smart device with you to the toilet.
- 18 You shall not discuss the examination with anyone while inside or enroute to/from the toilet.
- 18 You may not leave the examination within the first quarter of an hour, nor in the last quarter of an hour of the examination session.

LEAVING EXAMINATION ROOM EARLY

- 19 If you finish the examination early and wish to leave, you must first seek permission from the invigilator. When the invigilator grants you permission to do so, you shall submit your answer script(s) and any course materials provided by IES Academy to the invigilator before leaving the examination room.

END OF EXAMINATION

- 20 Once the invigilator announces the end of the examination, you shall immediately stop writing and remain seated until you have handed your answer scripts to an invigilator.
- 21 When directed by the invigilator, you shall leave the examination room quickly and quietly.
- 22 You are not allowed to take the question paper, answer sheet or rough papers out of the examination room. If you are caught taking materials out of the examination room you are deemed to have violated the regulations and subject to disciplinary action.

VIOLATION & PENALTY

Any candidate who violates these examination regulations with the intent to cheat shall be questioned by the invigilator and may be told to leave the examination room. The candidate's case may be referred to the IES Academy Management for disciplinary actions which may include a deemed failure of the examination and barred from taking the next available examination and/or other appropriate penalties.

APPEAL TO REVIEW EXAMINATION RESULTS

- 23 If you have justifiable reasons and wish to request a review of your examination results, you may submit a formal request to the IES Academy management. If your request is accepted, you may be asked to pay a fee for the review. The review result is FINAL and no further review will be accepted.

RESIT OF EXAMINATION

- 24 Candidates who failed the examination that is packaged with the course may request to re-sit the next available test after paying the examination fee if applicable.
- 25 A candidate who failed a first re-sit shall not be allowed a second re-sit unless an appeal is made and justifications provided. If the second re-sit is approved by IESA Management, the candidate shall pay the examination fee and settle all outstanding debts with IESA before the second re-sit is permitted. If a second re-sit is not approved, the candidate shall have to pay the full course fee to attend the course again in order to attempt the examination.
- 26 A candidate who successfully appealed for a second re-sit but fails the examination shall not be allowed a third re-sit. The candidate shall have to pay the full course fee to attend the course again in order to attempt the examination.

I _____, NRIC (last 4 digits) _____
declare that I have read and understood the above examination rules and will comply fully with them.

Signatory: _____

Date: _____