



## **Macao Polytechnic Institute Examination Regulations for Students**

### **Areas of Coverage:**

All final and supplementary examinations of the degree programmes of the Schools of Macao Polytechnic Institute (MPI).

### **Purpose:**

These Examination Regulations are designed to ensure the smooth and proper running of the final and supplementary examinations of MPI programmes.

### **Contents:**

#### **1. Preparations for the Examination**

- 1.1. An examination timetable will be published in the 'General Information for Students' web page of the MPI website and posted on notice boards of the Division for Student Affairs (DAE) and Division for Pedagogical Affairs (DAP). Students should check the footnotes detailed on the examination timetable including the dates, times and examination venues for their examinations. For questions regarding examination time conflict, students should report at once to DAE (Room A101).
- 1.2. In order not to miss the announcements made by the chief invigilator or DAP staff at the start of the examination, students should arrive at the examination venue punctually.
- 1.3. Unless prior permission has been given, students are not permitted to take into the examination venue calculators, books and papers of any kind. Those students who do take anything impermissible into the examination venue will have their case handled by the School Examination Committee and DAE according to the circumstances.
- 1.4. Students should show their student I.D. cards/ examination permits to the invigilator, and occupy their seats according to the examination seating plan. Students who are unable to present their student I. D. cards should apply for examination permits at DAE.
- 1.5. If a student's name is not listed on the examination seating or has been crossed out (i.e. his/her attendance is not up to the pedagogical requirement), and the student is lodging an appeal regarding their attendance rate, he/she should apply for an examination permit at DAE, and then return to the examination venue to explain the case to the invigilator, show the examination permit, and wait for the invigilator's arrangement.
- 1.6. Students should keep quiet in the examination venue and its vicinity.



## **2. Admission of Students to the Examination Venue**

- 2.1. Students should not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, students must comply with the instructions given by the invigilators.
- 2.2. Students are not allowed to sit an examination after the first 30 minutes of the examination. Students who arrive up to 30 minutes late will be admitted, but no compensatory time will be given.
- 2.3. Students should switch off all communication devices and apparatus which could create a noise (e.g. mobile phones, pagers, watches, etc.).
- 2.4. Personal belongings (e.g. books, notes, handbags, knapsacks, etc.) should be placed at the front of the examination venue or a designated area. Valuables (e.g. wallets, mobile phones, etc.) can be placed underneath the seat.
- 2.5. Students must place their student I. D. cards/examination permits at the top left corner of the examination desk for inspection by invigilators. Any cases of discrepancy between the identity of a student and the student I. D. card/exam permit will be handled by DAE.
- 2.6. Except for student I. D. cards, only examination stationery can be placed on the examination desk (e.g. writing instruments, erasers, correction fluid, rulers, etc.). Any pencil case/box should be placed under the seat.
- 2.7. Students should ensure that there are no paper or notes in the pencil case/box or calculator jacket.
- 2.8. Students should not turn the examination papers over until the chief invigilator makes an announcement for the start of the examination.

## **3. During the Examination**

- 3.1. Students should pay attention to the directions stated on the cover page of the examination paper or at the beginning of each question. They should also listen carefully to the announcements made by the chief invigilator.
- 3.2. Students must fill in the student and course information on the first page of the answer booklet.
- 3.3. If students have questions regarding the examination paper, they should raise them with the invigilator during the first hour of the examination.
- 3.4. Smoking, eating, drinking and talking are prohibited in the examination venue. Students may ask the invigilator for water in order to take medicine if necessary.



- 3.5. Students wishing to go to the washroom must raise their hands to get permission from the invigilator of their School, sign a report and be accompanied by the invigilator/staff. Students who leave the examination venue unaccompanied by an invigilator cannot return to the examination venue to continue the examination.
- 3.6. Students are not allowed to leave the examination venue in the first 45 minutes and last 15 minutes of the examination, except for cases of illness or emergency. Students who wish to leave the examination venue early should raise their hands to get permission from the invigilator of the School before leaving.
- 3.7. At the end of the examination, the chief invigilator or a DAP staff member will announce that the examination is finished. At this time, students must stop writing and remain seated in silence. Students should not leave the examination venue until the invigilator has collected and counted the examination scripts, and only when the chief invigilator or a DAP staff member has made an announcement regarding leaving the examination venue.
- 3.8. Students should not remove from the examination venue any examination materials, including examination papers and answer booklets (papers), etc.
- 3.9. Students must follow the chief invigilator's instructions if anything untoward happens during the examination.

#### **4. Emergencies**

- 4.1. In the event of emergencies (e.g. fire) in the examination venue, students should follow the invigilator's instructions.
- 4.2. If an examination is suspended due to an emergency, students should pay attention to the newest arrangement notice on the MPI website, and the notice boards of DAE and DAP.

#### **5. Typhoons and Rainstorms**

- 5.1 Please refer to the related web page of DAE on the MPI website.

These Regulations take effect on \_\_\_\_\_

*In case of discrepancies between the English and Chinese versions, the Chinese version will prevail.*