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| Document | Annex 1: Examination Guidelines for Students |
| Main Policy to be referred | Examination And Invigilation Policy |

1. Knowing about your Exams and Procedures

- a) While this document outlines important information that the student needs to know, the student must acquaint himself or herself with the **Examination and Invigilation Policy**. Please refer to www.micollege.edu.mv.
- b) It is most important that the student register for the Examination via the Examination Registration porta via Smart School.
- c) At least one week before the examination date, the student must;
 - i. Check the timetable carefully and ensure you know the Exam venue and location.
 - ii. If you have any doubt, make sure you call your respective Faculty or the Campus Manager.

2. Items that you can take with you to the Exam

- a) Make sure you bring only the essential items to your exam. The following describes the materials that are permitted and not permitted in the Exam Hall
 - i. **Stationary:** You must bring your own pens, pencils, rulers, calculators, and any other required equipment to each exam. These may be kept in a clear plastic pencil case.
 - ii. **On your desk:** Only the following items are permitted on your desk: your stationery items, your watch (see important guidance below), and College ID card/National ID card.
 - iii. **Bags, mobile phones:** Bags, mobile phones and purses are not allowed. The invigilator will advise you where the personal item storage area is located.
 - iv. **You can bring a water bottle for the Exam, if you wish**
- b) MIC will not accept responsibility for any loss or damage to your belongings.
- c) Finding any unauthorized item on you during the examination may be considered as having attempted to obtain an unfair advantage and hence may be subject to disciplinary action, according to **Student Disciplinary Policy**.
- d) The student must carry the MIC student card while coming to the exam. In rare situations, where the student's card is not available, the National Identity Card will suffice. The invigilator will check once the examination has started.
- e) In any instance, ID is not presented, students can be rejected by the invigilator.

3. Arriving on time to your Exam

- a) Students are to make sure they are present at the Exam venue 20 minutes before the exam begins.
- b) Students who come late will not be allowed in the Exam Hall during the 10 minutes reading time.
- c) Students who come late the Exam Venue will usually not be given additional time, unless a valid reason is presented to the Invigilator.
- d) Students are not allowed to leave the Exam hall during the first 30 minutes and the last 10 minutes of the Exam.
- e) If a student arrives 30 minutes after the exam starts, the student will not be allowed to sit the exam unless a valid reason is presented and it is accepted by the Chief Invigilator.

4. Helping maintain a Quiet and Conducive Environment

- a) Once admitted to the room examination conditions apply. The student is not allowed to make unnecessary motions and restricted from talking. Failure to meet Examination conditions will be treated as a disciplinary offence and will be treated in accordance with the **Student Discipline Policy**.



- b) During the Examination, you are not allowed to leave your seat without the permission of an invigilator. If you have any kind of query you should raise your hand and wait for the invigilator.

5. Maintaining Validity of the Examination

- a) You must not remove any answer books or parts of an answer book, whether used or not, any exam question papers, or any exam materials provided to you during your exam.
- b) Cheating is a serious offence. In case you are found cheating, necessary actions will be taken in accordance with **Student Academic Misconduct Policy**. Please make sure you read the Student Academic Misconduct Policy.

6. Missing an Examination / Deferring an Examination

- a) If you misread the timetable this will not be accepted as a satisfactory explanation for absence from your exam.
- b) If you have a valid and pressing situation that is preventing you from attending the exam in the regular time, you may request for an exam defer.
- c) If you miss an Examination due to illness, you are required to request for Deferred Examination. As per the **Assessment Policy** applications for Deferred Examination for medical related issues shall be made through Appeal Form along with the Student Medical Form and include any required supporting evidence in accordance with the Assessment Procedures.
- d) Applications for special provisions in deferring the exam for all non-medical issues shall be made through Excusable Absence Reporting Form (Not for Student Medical Purposes) with required supporting evidence in accordance with the Assessment Procedures. Please refer to the **Assessment Policy**.

7. Do you need any special arrangements for you during the Examination?

- a) If you have any limiting conditions that may disadvantage you in doing the exam in the normal conditions, such as requiring to have an exam paper on large prints, or any other, MIC will put every effort to make the provision for you.
- b) Application for Special Examination arrangements must be made through the Student Appeal Form. Please refer to the **Student Appeal Policy**.

8. Important Documents that you must read before you go for your first Exam

- a) Examination and Invigilation Policy
- b) Assessment policy
- c) Student Appeal Policy
- d) Student Disciplinary Policy