

Temasek Polytechnic Examination Rules and Regulations for Full-Time Students

All students must conduct themselves in a proper manner and observe all the examination rules and regulations governing the conduct of examinations. Students who breach any of these rules will be liable to disciplinary action.

1. ATTIRE

- Students are required to be dressed appropriately in accordance with the prevailing “Attire Guidelines” for TP Students. Coats or sweaters are allowed as the examination rooms are air-conditioned.
- Students who are inappropriately dressed may be barred from entering the examination room.
- Caps or hats are **NOT allowed** in the examination room.

2. REPORTING TIME AND ADMISSION INTO THE EXAMINATION ROOM

- Students are allowed to enter the examination room **20 MINUTES** before the start of the examination.
- To minimise disruption to the conduct of the examination, **students are strongly advised to use the washroom before entry into the examination room.**
- Students who have entered the examination room are **NOT allowed** to leave the room until after the first 30 minutes of the examination.
- Students are given **10 MINUTES** to read the question paper before the start of the examination.
- Latecomers who arrive **within the first 30 minutes** after the start of the examination will be allowed to enter the examination room. No extra time will be given.
- Latecomers who arrive **after the first 30 minutes** of the examination **will NOT be allowed to sit for the examination.**

3. STUDENT IDENTIFICATION

- Students must produce their matriculation card as proof of identity for all examinations. Students who have lost their matriculation card should apply for a replacement at Student Services.
- Students who do not have the matriculation card during examination can use Identity Card / Passport / Driving Licence / Diploma Student Concession Card (EZ-link card) as proof of identity.

4. STATIONERY AND CALCULATORS

- Only black or dark blue ball-point pens are allowed for writing of answers, and 2B pencils, if necessary, for the shading of the OMR forms.
- Only calculators that perform strictly calculating functions are allowed.
- Pencil case, calculator cover or any other casing/pouch are **NOT allowed** in the examination room.

5. MOBILE PHONES, ELECTRONICS DEVICES AND PERSONAL BELONGINGS

- Students are **NOT allowed** to have any mobile phone or smart watch with them when seated in the examination room.
- All handphone alarms must be **de-activated** and all devices **switch-off BEFORE** entry into the examination room.

- All other electronic devices with communication and/or storage capabilities, such as media players, tablets, laptops and electronic translators, are **NOT allowed** in the examination room.
- Any of these items found on a student at the assigned seat in the examination room will be confiscated and submitted to Academic Affairs Department for disciplinary action.
- Students are advised not to bring any valuable item to the examination room. The Polytechnic will not be responsible for any loss of bags and/or personal belongings.

6. UNAUTHORISED ITEMS IN THE EXAMINATION ROOM

- Unauthorised materials are **NOT allowed** into the examination room. These include, but are not limited to, books, papers, calculators with written notes/formulae and any device with stored notes/formulae.
- Cheating during examination and possession of unauthorised materials (with or without intention to cheat) are serious offences. Students who committed such offences will be subject to disciplinary action in accordance with the Student Disciplinary Policy.

7. CONDUCT IN THE EXAMINATION ROOM

Students are expected to observe the following once reported to the examination room:

- Proceed directly to your assigned seat with your personal belongings.
- Place all bags and personal belongings under your assigned seat.
- If you have brought the following unauthorised items into the examination room, place them in your bag and put it under your assigned seat:
 - a) Mobile phone and/or smart watch (**de-activate** all alarms and on **switch off** mode)
 - b) Pencil case, calculator cover or any other casing/pouch
 - c) Caps or hats
- Surrender any unauthorised materials and/or any other electronic devices with communication and/or storage capabilities, inadvertently brought into the examination room, to the invigilators before the start of the examination.
- Place the matriculation card at the top right-hand corner of the desk.
- Students are to check that they have the **correct and complete set of question paper** when permitted to do so.
- Students must write their admission number clearly on the front cover of the answer booklet and on other supplementary sheets of paper.
- Students are **NOT ALLOWED** to :
 - a) Eat, drink or have any form of communication with other candidates in the examination room.
 - b) Receive unauthorised materials from other students during the examination.
 - c) Borrow any instrument, stationery, etc. from another students.
 - d) Leave your seat without the permission of the Invigilator.
- Students must raise their hand before communicating with the Invigilator. Questions pertaining to the meaning or interpretation of an examination question will not be answered.

- At the end of the examination :
 - a. Students are **NOT allowed to remove** any unused answer booklets, stationery items and equipment belonging to the Polytechnic from the examination room except your question paper, unless otherwise specified.
 - b. Students must **remain seated** while all completed answer booklets are being collected by the Invigilator at the end of the examination. Students are allowed to leave the examination room only when permission is given by the invigilator.
 - c. Students must not talk or discuss outside the examination room after each paper as this will disturb other students who are still sitting for the paper.

8. **ABSENCE FROM EXAMINATION**

- A student who is absent for an examination is deemed to have sat and failed the examination.
- A student who is unable to sit for an examination due to participation in a national or international event may submit an appeal for special consideration in writing to the Registrar, through your School, at least one month before the examination. The organiser’s confirmation letter of the participation in the event must be submitted together with the appeal as supporting document. The student will receive the appeal outcome via his/her TP email account.
- A student who is absent from an examination due to valid reasons stated below may appeal to the Registrar for special consideration by submitting the online “Appeal for Special Consideration on Absence from Examination” form with the required supporting document.

Valid Reason for Appeal	Required Supporting Documents
Medical leave	Medical Certificate* issued by a medical practitioner# registered with the Singapore Medical Council
Hospitalization leave	Hospitalization Leave Certificate
Death of immediate family member, i.e. parent, sibling, grandparent, spouse, children	Death Certificate
Special cases, e.g. accidents. Such appeals are subject to special consideration on a case-by-case basis	Relevant supporting documents

*The period of medical leave must be indicated clearly on the medical certificate.

*Medical certificate issued after the date of absence from the examination are not acceptable.

*Medical certificate from Traditional Chinese Medicine (TCM) practitioners and foreign medical practitioners are not acceptable.

#The medical practitioner whom the student consulted should not be a family member.

- The “Appeal for Special Consideration on Absence from Examination” form is available in TP Online Student Services Portal (TPOSS -> Useful Information -> Academic Matters -> Appeal for Absence from Examination).
- The completed appeal form and supporting document must be submitted to Academic Affairs **within 48 hours** (excludes Saturday, Sunday, and Public Holidays) **from the START TIME of the FIRST affected examination paper.**
- The Polytechnic reserves the right to reject an appeal if the appeal is submitted late or if there are no valid reasons and/or valid supporting documents for the absence from examination. No further appeal will be accepted thereafter.

- The outcome of your appeal for Special Consideration will be published in the TP Online Student Services Portal (TPOSS -> Exam Results -> Special Consideration) **within 2 working days** from the submission of your appeal form. Students are required to check the outcome of your appeal in the TP Online Student Services Portal.

9. DOWN-ONE-GRADE RULE

- Students whose appeal for absence from examination are successful will be arranged to sit for Special Assessment (for diploma students) or Alternative Assessment (for PFP students) for the affected paper.
- The marks obtained for the paper attempted at Special Assessment or Alternative Assessment will be marked **down by ONE grade** and it will take the place of that for the Semestral Examination.
- The down-one-grade rule **WILL NOT** be applied to approved absences granted due to hospitalization leave, contagious diseases, dengue fever, bereavement of immediate family member and representing in national/international event.

10. CONTAGIOUS DISEASE

- Students who are unwell due to a contagious disease such as chicken pox and hand, foot and mouth disease are **NOT allowed** to sit for the examination. Students are expected to exercise social responsibility by not reporting to campus for examination.
- Students who have missed the examination due to the contagious disease may appeal to the Registrar for special consideration by submitting the “Appeal for Special Consideration on Absence from Examination” form with the supporting document. Please refer to the Section on ‘**Absence from Examination**’ for the appeal procedures.

11. FALLING ILL DURING THE EXAMINATION

- A student who is unwell during the examination and cannot continue with the examination must inform the Invigilator immediately.
- In such a circumstance, the student is to consult a registered medical practitioner, who should not be a family member, and submit the “Appeal for Special Consideration on Absence from Examination” form with a medical report to the Registrar, **within 48 hours** (excluding Saturday, Sunday, and Public Holidays) from the START TIME of the FIRST affected examination paper. Please refer to the Section on ‘**Absence from Examination**’ for the appeal procedures.
- The medical certificate should state the diagnosis and the date and time of visit to the medical practitioner.
- If a student falls ill during an examination paper but complete it and subsequently submit an appeal for special consideration with a medical report to the Registrar within the stipulated time, the Board of Examiners may consider the circumstance.

12. MAJOR TRAIN SERVICE DISRUPTION DURING EXAMINATION

- Students are expected to arrive at the designated examination room 30 minutes before the start of the examination.
- Students who are affected by a train service disruption should follow the instructions provided at the train station on the bridging transport services available or go to the Passenger Service Centre for assistance. The affected students should still report for the examination.
- The affected students who arrive at the examination room within the first 30 minutes of the examination will be allowed to sit for the examination with no extension of time.

- Affected students who arrive late and are not allowed to take the examination may appeal to the Registrar for special consideration by submitting the “Appeal for Special Consideration on Absence from Examination” form with the supporting document (e.g. Excuse Chit from SMRT) **within 48 hours** (excludes Saturday, Sunday and Public Holidays) **from the START TIME** of the affected **examination paper**. Please refer to the Section on ‘**Absence from Examination**’ for the appeal procedures.
- Each appeal shall be evaluated on a case-by case basis.

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