



اونيفورسيتي مليسيا فهڠ
UNIVERSITI MALAYSIA PAHANG



UNIVERSITI MALAYSIA PAHANG FINAL EXAMINATION REGULATIONS

REVISED EDITION 2021



**UNIVERSITI MALAYSIA PAHANG FINAL EXAMINATION REGULATIONS
REVISED EDITION 2021**

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Nota: The changes to the Universiti Malaysia Pahang Final Examination Regulations Revised Edition 2021 were approved at the 189th University Senate Meeting No. 16/2021 on 24 November 2021. Hence, the Examination Rules and Regulations Revised Edition 2017 is void.

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PART I: DEFINITION

In this Revised Edition, unless the context otherwise requires:

1. **“Work Schedule for Final Examination Matters”** means the schedule prepared by the Centre for Academic Management which will be circulated to each Faculty/College/Centre. It contains details of work processes before, during, and after final examinations in every semester.
2. **“Final Examination Timetable”** means the timetable released by the Centre for Academic Management in accordance with the Academic Calendar which contains final examination details such as course names, number of students, study programmes, dates, time slots, and examination venues.
3. **“Faculty Examination Committee (JPF)”** means the committee that reports to the Faculty Council of each Faculty/College/Centre which administers matters pertaining to assessments/examinations.
4. **“Faculty Council (MF)”** is the academic council representing the Senate which is responsible for academic matters at the Faculty/College/Centre level.
5. **“University Examination Council (MPU)”** means the council that reports to the Senate and is entrusted with undergraduate matters including, but not limited to, assessments/examinations, graduation, and awards.
6. **“Conferment”** is the Senate’s confirmation on a student who meets the conferment requirements.
7. **“Assessment”** means any medium of measuring students’ performance in a course.
8. **“Lecturer”** means a/an member of academic staff/Vocational Training Officer/Information Technology Officer/Fellow and anyone who has been appointed as a course instructor.
9. **“Examination”** includes any means or form of student evaluation methods to decide marks or grades of the whole course or parts of a course.
10. **“Final Examination”** means an assessment which is carried out at the end of a semester or at any given time scheduled by the University bound by the regulations set by the Senate.
11. **“Senate”** means the University Senate.
12. **“University”** means Universiti Malaysia Pahang.

PART II : GENERAL INFORMATION

1. Prior to the presentation of any final examination report and/or paper work in a Senate Meeting, each Faculty/College/Centre must ensure that all processes have adhered to the academic governance in effect by referring to the following documents:
 - (a) Governance of the Senate and Councils in the Senate (Tadbir Urus Senat dan Majlis Di Bawah Senat).
 - (b) Governance of the Faculty Council and Committees in the Faculty Council (Tadbir Urus Majlis Fakulti dan Jawatankuasa di Bawah Majlis Fakulti).
 - (c) Delegation of Senate Authority to Committees in the Senate and Faculty (Penurunan Kuasa Senat Kepada Majlis di Bawah Senat dan Fakulti).

PART III : WORK SCHEDULE FOR FINAL EXAMINATION MATTERS

1. Every semester, the Centre for Academic Management is expected to prepare a work schedule for final examination matters in accordance with the Academic Calendar endorsed by the University Senate which will be disseminated to each Faculty/College/Centre as a reference for the work processes before, during, and after final examinations.
2. Each Faculty/College/Centre must adhere to the stipulated dates and work orders stated in the said work schedule.

PART IV: PREPARATION OF THE FINAL EXAMINATION TIMETABLE**1. Coordinator of the Final Examination Timetable**

The Centre for Academic Management is responsible for preparing the final examination timetable.

2. Final Examination Dates

- (a) Final examination dates in every semester are set in accordance with the Academic Calendar endorsed by the University Senate.
- (b) All final examinations shall be conducted within the final examination weeks except on public holidays (state or federal) and weekends (Saturday and Sunday).
- (c) Subject to the University Management's decision, there are some circumstances in which a final examination is allowed to be conducted on a Saturday and/or Sunday.
- (d) Should there be any request to conduct a final examination beyond the designated final examination weeks, approval must be obtained from the Deputy Vice Chancellor (Academic & International).

3. Conditions in Determining the Final Examination Sessions

- (a) Should overlaps occur in the final examination timetable (e.g., students who have to take two (2) different examinations concurrently), the examination secretariat will quarantine those students who are impacted by these circumstances. For quarantine cases, the secretariat must ensure that the students do not have any form of access to telecommunication devices and networks.
- (b) Final examinations are scheduled in three (3) sessions:

Session	Day	Start Time
Session 1 (Morning)	Monday – Friday	9.00 a.m.
	Saturday and Sunday*	9.00 a.m.
Session 2 (Afternoon)	Monday – Thursday	2.00 p.m.
	Friday	2.45 p.m.
	Saturday – Sunday*	2.00 p.m.
Session 3 (Evening)	Monday – Sunday*	8.00 p.m.

**Should the need arise as clarified in section IV, 2 (c)*

4. Display of the Final Examination Timetable

(a) Final Examination Timetable (Draft)

As stipulated in the Work Schedule for Final Examination Matters by the Centre for Academic Management, the final examination timetable draft will be displayed on IMS Academic to be reviewed by each Faculty/College/Centre within one (1) week.

(b) Final Examination Timetable (Final Version)

Students and staff may check the final version of the final examination timetable on IMS Academic and e-Community.

5. Revising the Final Examination Timetable

- (a) Each Faculty/College/Centre must report any change wished to be made to the final examination timetable to the Centre for Academic Management within the stipulated time following the release of the final examination timetable draft.
- (b) Amendments are allowed but only restricted to overlaps of examination time slots and/or changes in exam duration.
- (c) Changes to the final examination timetable (final version) shall not be entertained except those which have received approval from the Deputy Vice-Chancellor (Academic & International)

PART V: COURSE ASSESSMENTS

1. Course Assessment Preparation

- (a) The Centre for Academic Management is entrusted with the preparation of the Work Schedule for Final Examination Matters to be used by the Faculty/College/Centre staff as a reference.
- (b) Lecturers are responsible to prepare assessments within the stipulated time as set by each Faculty/College/Centre and the Centre for Academic Management.

2. Course Assessment

- (a) Lecturers are expected to conduct course assessments fairly and transparently based on the teaching plans verified by each Faculty/College/Centre.
- (b) Lecturers are to develop course assessments that reflect constructive alignment and must ensure that the rubrics, marking schemes or equivalent, have been verified by each Faculty/College/Centre.
- (c) As set by the University, Lecturers must disclose assessment information to their students or Faculties/Colleges/Centres within the stipulated time. Bound by the Academic Guidelines and Regulations, 20% of the Coursework marks should be released in the system by Week 8 at the latest, while the students' Continuous Assessment marks should be released to them prior to final examinations.

3. Preparation of the Final Examination Question Papers

- (a) Lecturers are responsible to:
 - (i) ensure that the question papers are prepared based on the format set by the University. Please refer to and follow the updated Format and Guidelines for Preparing the Final Examination Question Papers.
 - (ii) provide simple and specific instructions on the cover page.
 - (iii) ensure that the question papers have been reviewed and verified through vetting processes at the Faculty/College/Centre level.
 - (iv) revise final examination questions based on the feedback received through vetting processes.
- (b) Each Faculty/College/Centre is expected to hand over the final examination questions to the Centre for Academic Management within the stipulated time.
- (c) The exam duration is measured by the degree of question difficulty and the total marks for each of the final examination question papers are 100 marks.
- (d) The mark(s) allotted for each question must be displayed at the end of each question or sub-question to help students in managing their time to answer the questions given.

- (e) Each Faculty/College/Centre is encouraged to include information on learning outcomes specifically associated with the questions at hand to help students identify the course learning outcomes being assessed.
- (f) If any Faculty/College/Centre intends to appoint external examiners to review course assessment information or academic matters in the Faculty/College/Centre, requests must be sent to the Senate for approval.

4. Open Book Examination

- (a) Any lecturer who intends to conduct an Open Book final examination should send an application to the Academic Committee of the Faculty/College/Centre. The Open Book examination instructions must be included on each cover page of the final examination question papers.
- (b) The Faculty/College/Centre is required to conduct vetting processes to ensure that the question difficulty levels are reliable and valid for the Open Book examination concept.
- (c) Permission for students to bring items besides those prepared by the Centre for Academic Management should also be included on the cover page of each question paper.

5. Online Final Examination

Online final examinations are to be conducted in accordance with the Universiti Malaysia Pahang Online Final Examination Implementation Guidelines.

6. Question Paper Printing

The Centre for Academic Management only accepts examination question papers which have been formatted accordingly and verified by the Faculty/College/Centre before the printing process commences. Related work processes should take place in full accord with the Work Schedule for Final Examination Matters.

7. Duration for Keeping the Final Examination Answer Scripts

- (a) Students' final examination answer scripts must be kept at the Faculty/College/Centre for a length of time as regulated by the accrediting body.
- (b) Samples of student assessments for every course in a semester are to be compiled by lecturers and later submitted to each Faculty/College/Centre, if applicable.

8. Copies of the Final Examination Question Papers for the UMP Library

The Centre for Academic Management is tasked with sending copies of the final examination question papers to the UMP Library for students' future reference and guidance.

PART VI: EXAMINERS

1. Appointment of Examiners

Examiners for final examinations should be among lecturers who have been appointed and approved by each Faculty/College/Centre.

2. Responsibilities of Examiners

- (a) Check each student's course registration, final examination attendance, and also the number of answer scripts submitted whether or not it matches the course registration information.
- (b) Examine answer scripts based on the answer schemes given and ensure the total marks awarded are accurate and correct.
- (c) Enter all assessment marks into the system as per UMP regulation and carry out all necessary actions which are required for the verification process of student assessment marks prior to the presentation of student grades in the Faculty Examination Committee meeting.
- (d) Present the final examination results of related courses as specified by the Faculty/College/Centre.
- (e) Execute orders commanded by the Faculty Examination Committee.
- (f) Report any academic misconduct (if applicable) to the Faculty Examination Committee so that further action can be taken by the Faculty/College/Centre.
- (g) Ensure fair and transparent administration of assessment for students and treat confidential information as an official secret.

PART VII: FINAL EXAMINATION CONDITIONS

1. Final Examination Eligibility

Students are allowed to sit for their final examinations if they have:

- (a) registered the courses during course registration weeks.
- (b) completed the Online Instructional Evaluation (e-PAT).
- (c) printed out their final examination slips. They are only allowed to sit for the final examinations stated in their final examination slips.

2. Barring Students from Taking the Final Examination

- (a) Students who do not fulfill the requirements mentioned in Article 1 (a until c) could be barred from taking any final examination of the semester.
- +
- (b) Faculty/College/Centre authorities should refer to and comply with the Procedures for Barring Students from Final Examinations endorsed by each Faculty/College/Centre.
- (c) Bound by the UMP Financial Regulations, students with overdue debts or who are not guaranteed by payment bonds are not allowed to sit for final examinations.

3. Failure to Sit for the Final Examination

- (a) Students are allowed to defer their final examinations after obtaining approval from the Dean of the Faculty/College/Centre.
- (b) Incomplete Grade (TS) will be given to students who are unable to sit for their final examinations or fail to complete their courses due to illness or other acceptable reasons approved by the University.
- (c) Any student who receives a TS Grade (Incomplete) will be given the opportunity to complete the course or take a special examination as a replacement for the final examination.

PART VIII : RESPONSIBILITIES OF STUDENTS**1. Attendance**

- (a) Students must attend all scheduled final examinations.
- (b) Bound by Article 2 in Section VII, all students are deemed eligible to sit for the final examination of each course that they have registered.
- (c) Any student who fails to sit for the final examination without acceptable reasons approved by the University will be deemed as absent and this could result in receiving a failing grade (Grade F) and will not be offered a special examination.
- (d) Acceptable reasons approved by the University include illness, accident, bereavement, natural disasters, representing university/state/country in verified, significant programmes and other circumstances which are deemed valid by the University Authorised Bodies.

2. Before the Final Examination

- (a) Students must first complete the Online Instructional Evaluation (e-PAT) in order to print out their final examination slips. No student is not allowed to sit for the final examination without the final examination slip.

- (b) Students are expected to bring their student cards and final examination slips to the examination venues. Failure to do so would have disqualified a student from taking the final examination except by permission of the Chief of the Examination Hall/Chief Invigilator.
- (c) Students should comply with the UMP dress code guidelines and failure to do so will result in being barred from taking the final examination.
- (d) Students are required to wait outside of the examination hall/room at least 30 minutes before the final examination starts.
- (e) Students are not allowed to enter the examination hall/room until instructed to do so by the Chief of the Examination Hall/Chief Invigilator.
- (f) Students are not allowed to:
 - (i) bring any notes, programmable or communication devices including, but not limited to, mobile phones, iPads, tablets, and smart watches into the examination hall/room. Failure to comply will result in immediate removal from the examination hall/room.
 - (ii) receive any printed material except from the Examination Invigilators.
- (g) Students who are up to thirty (30) minutes late after the final examination begins, will still be allowed to enter. However, no extra time will be awarded.
- (h) Students who arrive later than thirty (30) minutes after the examination begins are not allowed to enter the examination hall/room unless they present valid reasons accepted by the Chief of the Examination Hall/Chief Invigilator. However, no extra time will be awarded.

3. During the Final Examination

- (a) Before the examination begins, each student is required to:
 - (i) place the student or identification card and final examination slip on the top right corner of the desk for Invigilators to inspect.
 - (ii) fill in the attendance slip and information on the cover of the answer booklet/sheet. All attendance slips will be collected by Invigilators.
 - (iii) open the question paper only after being asked to do so by the Chief of the Examination Hall/Chief Invigilator.
- (b) Students are required to check the question paper at hand and any peculiarity/discrepancy found must be addressed to the Invigilators on duty.
- (c) Students are required to write their matric numbers, identification card numbers, and course codes as well as any other information needed on every answer booklet page, answer sheet, and attachment used.

- (d) Students are not allowed to answer the examination questions before they are permitted to do so by the Chief of the Examination Hall/Chief Invigilator.
- (e) Students are advised to carefully read and follow the instructions given on the question booklet cover.
- (f) Permission to leave/enter:
 - (i) Students are not permitted to leave the examination hall/room within the first thirty (30) minutes of the examination or fifteen (15) minutes before the examination ends.
 - (ii) Students are permitted to leave the examination hall/room 30 minutes after the examination begins.
 - (iii) Students who intend to go to the washroom must obtain prior permission from the Chief Invigilator/Invigilator and they are also required to fill in personal information in the form provided. Special examination hall passes must be worn all the time.
- (g) Students are prohibited from interacting or communicating through any means with any other students during the examination.
- (h) Students are prohibited from referring to or using any forbidden references related to the examination, be it inside or outside of the examination hall/room while the final examination is in progress.
- (i) All answers must be written in the answer booklets or on the answer sheets while rough calculation work must be done on separate sheets provided by the Invigilators and should not be taken out of the examination hall/room.
- (j) At the end of the final examination, students must ensure that their answer booklets and/or answer sheets, except rough calculation worksheets, are arranged properly and securely tied together.
- (k) Any stationery or equipment loaned to the students must be returned to the Invigilators at the end of the examination.
- (l) Students are prohibited from giving or receiving any help from any other students or parties except those approved by the Chief Invigilator/Invigilator.
- (m) Students are to notify Invigilators should there be any problems and in need of help while the final examination is in progress.

4. After the Final Examination

- (a) Students must remain seated after the examination ends and are only allowed to leave the examination hall/room after instructed to do so by the Chief Invigilator.
- (b) Students should tie their answer sheets together with the answer booklets using strings provided.
- (c) Students must place their answer booklets on the top right corner of their desks for Invigilators to collect.

- (d) Any damaged and/or unused answer booklet/sheet should not be taken out of the examination hall/room.
- (e) Students are allowed to take the final examination question papers out of the examination hall/room unless told otherwise.
- (f) Students must leave the examination hall/room quietly and in an orderly manner when instructed by the Chief Invigilator/Invigilator.

Note: Students who violate the Final Examination Regulations are subject to disciplinary actions taken against them.

PART IX: MARK PROCESSING SYSTEM

1. Assessments for each course are conducted continuously in a semester according to the methods predetermined by the Faculty/College/Centre and are subject to the decision of the University.
2. The final examination marks for each course is at least 40% and they are subject to the decision of the Faculty.
3. Coursework Assessment and Final Examination Marks:
 - (a) All coursework assessment and final examination marks must be updated in the system within the period stipulated by the University.
 - (b) Each lecturer shall be responsible for reviewing the accuracy of the marks entered in the system.
4. The reports of marks must be printed and submitted to the Faculty/College/Centre. Changes of marks can only be made with the approval of the Faculty Council. Should there be any change of marks after the Faculty Council meeting, approval must be obtained from the University Examination Council.

PART X: FINAL EXAMINATION OFFICERS

1. Examination officers consisting of a Chief Invigilator and Invigilator will be placed in every examination hall/room during the final examination.
2. The invigilators' scope of duties can be referred from the Invigilation Procedures as regulated from time to time.

3. Appointment of Examination Officers

- (a) Academic staff, whether or not are involved in teaching during the semester, will be required to participate in the invigilation of the final examination.
- (b) Non-academic staff may be summoned to invigilate the final examination with permission from the Head of Department.
- (c) The Chairman of the University Examination Council shall appoint examination officers based on the following requirements:
 - (i) Chief Invigilators are among Grade 41 staff and above only.
 - (ii) Invigilators are comprised of all lecturers (permanent, contract, part -time), language teachers, tutors, Vocational Training officers (PLV), science officers, Information Technology officers, Vocational Training Assistant officers (PPLV), administrative officers, and support staff of the Faculty/College/Centre/Department/Institute.
 - (iii) Postgraduate students who are paid a monthly allowance.
 - (iv) Any individual appointed by the University.
- (d) Staff appointed as examination officers are expected to comply with the final examination regulations and are deemed as serving the University.

4. Invigilation dates and venues

Invigilators may check the Invigilation Schedule for Examination Officers regarding the information on invigilation dates and venues.

5. Attendance

In order to ensure the invigilation process runs smoothly during the examination weeks, staff assigned as examination officers are required to be present at the designated examination venues. If the assigned officers are unable to attend, they are required to provide substitutes and inform the faculty administration and Centre for Academic Management.

6. Ratio of Invigilators to Students

The number of invigilators is based on the number of students in each examination hall/room. The ratio of invigilators to students is 1:25 excluding the Chief Invigilator.

7. Staff who may be exempted from invigilation duties:

- (a) Dean of the Faculty / Director of the Centre
- (b) Staff on study leave
- (c) Staff on maternity leave/paternity leave
- (d) Staff on unpaid leave
- (e) Staff holding management positions who are granted exemptions by the Dean.

8. Chief Invigilator and Invigilator Code of Conduct

Staff involved with the invigilation of the final examination must comply with the following:

- (a) Do not talk to each other in a manner that might disturb students' concentration.
- (b) Do not wear high heels or squeaky shoes.
- (c) Do not engage in unrelated activities such as marking answer scripts, reading newspapers, magazines, or books.
- (d) Do not use mobile phones or other communication devices in the examination hall/room in a manner that would distract students.

PART XI: FINAL RESULTS OF THE COURSE

1. The final results of the course for each student must be approved by the Faculty Examination Committee, Faculty Council and University Examination Council.
2. The final results of the course will be officially announced by the Centre for Academic Management after obtaining the approval of the University Examination Council.
3. The examination results of a student who is confirmed by the University Bursary to be barred will be withheld until his debts are cleared.

PART XII: REVIEW OF THE FINAL EXAMINATION ANSWER SCRIPTS

1. Applications for the review of final examination answer scripts are allowed for courses with final examinations in the current semester only.
2. The application period is as stipulated in the work schedule set by the Centre for Academic Management.
3. Students must fill in the Application Form for the Review of Final Examination Answer Script provided by the Centre for Academic Management.
4. The processing fee for each application is to be borne by the student. Payment must be made via online transfer to the UMP Bursary. The payment receipt must be attached with the Application Form for Review of Final Examination Answer Script and submitted to the Faculty/College/Centre. However, in the event of a grade change, the money will be refunded to the student.
5. Each application for the final examination results must be submitted in writing by the student to the Faculty/College/Centre within the stipulated period. Applications made directly to lecturers will not be processed.
6. The review process shall be conducted by a second examiner, endorsed by the Faculty Examination Committee Meeting, and approved by the Faculty Council and University Examination Council.

7. The review of the final examination answer script is assigned to a second examiner to ensure that there are no technical errors in terms of calculation and summation of marks or any overlooked part in the evaluation.
8. The review outcomes are subject to the approval of the University Examination Council.
9. The marks obtained after the review will be counted as the final marks and grades.
10. The Faculty/College/Centre will not process the Application Form for the Review of the Final Examination Answer Script if it is:
 - (a) submitted after the closing date of the review period,
 - (b) incomplete, and/or
 - (c) not attached with a copy of the payment receipt.

PART XIII: ACADEMIC DISHONESTY IN STUDENT ASSESSMENTS

1. Students are prohibited from committing the following misconducts during the final examination:
 - (a) bring any book, paperwork, document, photograph, or others unless permitted by the examiners, into or out of an examination room, or receive any book, paperwork, document, photograph, or others from anyone in the examination room, except from the invigilators as recommended by the examiner or Committee of Examiners, and authorised by the Vice -Chancellor;
 - (b) write or ask someone to write any information or diagram, presumably relevant to the examination he is taking, on his hands, any part of his body, or on his clothes,
 - (c) communicate with other students by any means while the examination is in progress, or
 - (d) cheat, copy, attempt to cheat, attempt to copy, or behave in a manner that may be construed as cheating, copying, attempting to cheat, or attempting to copy in an examination, while the examination is in progress.
2. Actions will be taken in accordance with the regulations stated in the Procedures for Managing Academic Dishonesty during Examinations against students who commit acts of academic dishonesty.
3. Students who are found to have breached the regulations are subject to disciplinary actions under the Universities and University Colleges Act 1971, Universiti Malaysia Pahang (Student Discipline Rules) 2009.

PART XIV: PENALTY

1. Students who are proven guilty for committing any act of academic dishonesty will be appropriately charged with either one or a combination of two or more of the following penalties:
 - (a) warning;
 - (b) fines not exceeding one hundred Ringgit Malaysia (RM100);
 - (c) prohibition from accessing or to be in the vicinity of any area or specified area of the University for a stipulated period;
 - (d) suspension of studies for a period of time;
 - (e) expulsion from the University.

2. Bound by Article 1 above, the University Examination Council reserves the right to take the following actions:
 - (a) Fail the student for the course and demand the student to repeat the course; or
 - (b) Revoke the overall examination results for the particular semester.

PART XV: SPECIAL EXAMINATION

1. Special examinations can be administered based on:
 - (a) Implementation I**

Special Examination for students who were absent from the examinations during the examination weeks due to reasons accepted by the University.
 - (b) Implementation II**

Special Resit Examination for students in the final semester who require only one course to Pass for graduation and Industrial Training purposes.

2. **Implementation I**
 - (a) Conditions:
 - (i) Students who are unable to sit for final examinations due to illness (Category A) must present a Medical Leave Certificate from a Government Hospital/University Health Centre. If treatment is received at a private hospital/clinic, verification shall be obtained from the University Medical Officer/Government Hospital only.

- (ii) Students who are absent due to the demise of immediate family members are eligible for up to three (3) days of bereavement leave. A written request for bereavement leave should be addressed to the Dean of the Faculty/College/Centre by including a copy of the Death Certificate.
 - (iii) Students who face emergency circumstances such as accidents or providing care to immediate family members who are seriously ill. A written request must be submitted with relevant supporting documents.
 - (iv) Students who experience any illness during final examinations can submit a written request to the Dean of the Faculty/College/Center to postpone the examination. A verification letter from the University Medical Officer must also be submitted.
 - (v) Students who are undergoing treatments for surgery, psychological illness, mental disorder, and any infectious disease must submit their requests and medical verification letters from the University Medical Officer/Government Hospital/University Counselor and approved by their Faculty/College Centre Deans.
 - (vi) To apply for a special examination, a request must be submitted to the Faculty/College/Centre within three (3) days from the day the student missed an examination of a particular course.
- (b) The marks obtained in special examinations will only replace the final examination marks, while the coursework marks are fixed and accumulated in the CGPA and GPA calculation.
 - (c) The Special Examination for Implementation I shall be held within the final examination weeks except for cases approved by the Deputy Vice-Chancellor (Academic & International).
 - (d) Subject to the approval of the Faculty/College/Centre, an Incomplete (TS) result will be given to students who fail to complete their special examinations within the stipulated period.

3. Implementation II

- (a) Conditions:
 - (i) Applications are only open to students who are in the final year of studies who needs to graduate or undergo Industrial Training.
 - (ii) The students have taken the course and sat for the final examination but failed.
 - (iii) Obtain a CGPA of at least 2.00.
 - (iv) Pass all courses except for only one course in the current semester. However, any student who has failed a course other than in the current semester may be considered for a special examination if the course is not offered in the following semester.
 - (v) Obtain verification from the Faculty/College/Centre which offers the course.

- (vi) This Special Examination can only be taken once. If the students still fail, they must register for the courses again in the following semester until they pass.
 - (vii) Students who have failed their courses due to academic dishonesty are not eligible to take special examinations.
- (b) Applications to sit for special examinations must be submitted to each Faculty/College/Centre by including the following:
- (i) Application Form for Special Examination, and
 - (ii) A copy of the payment receipt paid for the Special Examination application.
- (c) The Faculty/College/Centre shall take the following actions:
- (i) Check the students' eligibility and acquire verification from the Faculty/College/Centre concerned.
 - (ii) Check the copy of the students' results for the course they have requested to resit. The evidence must prove that the requested course has been taken and that they need to Pass only one course in order to graduate or undergo Industrial Training.
 - (iii) Check the students' record on cases of academic dishonesty.
- (d) The special examination marks will determine whether the result of the course is Pass or Fail and are not accumulated in the GPA and CGPA calculation.
4. The Special Examination for Implementation II will be conducted within the period stipulated by the University.
5. Announcement on special examination dates and venues will be made by each Faculty/College/Centre.
6. The responsibilities of students during special examinations are as mentioned in Part VI.



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