



1. OVERVIEW

- 1.1. The University's examination handling guidelines are set to establish a framework for the conduct of examinations that is both fair and rigorous.
- 1.2. The University's examination handling guidelines are set to promote academic integrity and ensure the validity of assessment results.
- 1.3. The University ensures that all the examination rules and regulations adhered. Any breach of regulation, with or without intention, is regarded as "misconduct" and will be handled under the University's disciplinary procedures.
- 1.4. Staffs and students are required to read and understand the examination rules and regulations regularly prior to examinations.

2. EXAMINATION TIMETABLE

- 2.1. The Examination Unit is responsible to prepare the examination timetable based on the academic calendar as approved by the University Senate.
- 2.2. The Examination Unit is responsible to announce and publishes a detailed examination timetable well in advance, specifying the date, time, and venue for each courses.
- 2.3. Examinations will be scheduled to avoid wherever possible, recognised religious celebrations, festivals or ceremonies and key prayer times.
- 2.4. If an examination clashes with any religious observation, every reasonable effort will be made to make alternative arrangements during the exam period or at a later supplementary examination where possible.
- 2.5. Any request to conduct examinations outside of the designated examination week must receive prior approval from the Registrar.
- 2.6. In the event of unavoidable examination schedule conflicts (such as a student being scheduled for two exams at the same time), the student will be quarantined by the Examinations Office. In such cases, the Examinations Office must ensure that the candidate has no access to any form of telecommunication.

3. QUESTION PAPER AND ANSWER SCRIPT HANDLING

3.1. PREPARATION AND SUBMISSION

- a) Course lecturer should prepare two (2) sets of examination question (EQ) papers with answer scheme starting from week 7.
- b) Course lecturers are required to ensure that all EQs conform to the standardized format.
- c) The EQs set should be forward to School's board of moderation committee for approval.
- d) All approved EQ sets are to be submitted in hardcopy format to the Examination Unit by the Head of Programme or their authorized representative no later than Week 13.
- e) The Examination Unit reserves the right to return any examination question paper that does not comply with the specified format. School is required to resubmit the corrected questions within **three (3) working days** from the date of return.



3.2. OPEN BOOK EXAMINATION

- a) Course lecturers who wish to adopt the Open-Book examination format must submit a formal request to the School's Academic Committee.
- b) The specific instructions for the Open-Book examination, including any guidelines or limitations, should be clearly outlined on the front page of the examination paper.
- c) The course lecturer is responsible for preparing and providing all necessary reference materials, such as textbooks, reference books, or other relevant materials, to the Examination Unit. These materials must be submitted along with the examination question papers, ensuring their availability for students during the examination.
- d) The front page of the examination paper must clearly specify any additional materials permitted beyond those provided by the Examination Unit.

3.3. PRINTING AND STORAGE OF EXAMINATION QUESTION

- a) The Examination Unit is responsible for the complete preparation of examination papers, which involves printing, assembling, and secure packaging into examination bundles.
- b) The printing of examination question papers will be conducted within the timeframe stipulated by the Examination Unit in the Strong room.
- c) The complete set of examination question papers will be securely stored in the strong room and will only be released on the examination day.

3.4. QUESTION PAPER DISTRIBUTION

- a) The release and distribution of examination question papers will be strictly controlled by the Examination Personnel. Sealed envelopes containing the exam papers will be delivered to the Chief Invigilators or their representatives on the examination day.
- b) The Chief Invigilators or their representatives should collect the question papers at least 45 minutes prior to the start of the examination and sign the relevant collection forms.

3.5. SUBMISSION OF EXAMINATION MATERIALS POST-EXAMINATION

- a) The Chief Invigilators or their representatives is responsible for ensuring that the all the examination materials are collected before dismissing the candidates from the examination hall.
- b) To ensure the security and confidentiality of the examination materials, the chief invigilator must promptly submit to the Examination Unit immediately after the end of the examination session and sign the relevant forms. The Examination Unit will provide necessary transportation. This measure is implemented to mitigate risks such as theft, damage, misdirection, and unforeseen transportation delays that could compromise the integrity of the examination process.

3.6. COLLECTION OF ANSWER SCRIPTS POST-EXAMINATION



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- a) The course lecturer can start collect the answer scripts package for the Examination Unit right after the examination at the strong-room.
- b) After the examination, the course lecturer may proceed to collect the answer scripts from the Examination Unit for marking purposes.
- c) Before signing the collection form, the course lecturer must verify that the number of answer scripts and question paper collected matches the number of students who attended the examination.
- d) All student answer scripts shall be stored in the school's archives in accordance with the retention period by the relevant accreditation authority.

4. RESULT PROCESSING

- 4.1. Course Lecturers are responsible for inputting and recording student marks into the university's online platform.
- 4.2. A report detailing the overall mark distribution, course performance, and moderation should be submitted to the Head of Program/Program Coordinator for verification. The Head of Program is then responsible for presenting the program's overall results to the School Board of Examiners (SBX) for recommendation.
- 4.3. Subsequently, the Dean will present the school's overall results to the University Board of Examination (UBE) for approval. Provisional results may be released to students following the UBE meeting, subject to final approval by the Senate.
- 4.4. The overall semester results will be tabled to the University Senate for endorsement. Official Examination Results will be announced upon endorsement by the University Senate.
- 4.5. Official Examination Results will only be released to students who have settled all outstanding university fees.

5. RE-SIT EXAMINATION

- 5.1. Eligibility;
 - a) Student who fails to sit for final examinations with reason acceptable to the University.
 - b) Students who failed their final examination in courses requiring passes both course-work and final examination.
- 5.2. Students categorized under section 5.1.a will receive a grade of "I" (Incomplete), whereas students categorized under section 5.1.b will receive a grade of "F*" for the respective course.
- 5.3. Re-sit examination is allowed only once. Students who fail to attend the re-sit are required to repeat course.
- 5.4. Requirements for categorized under section 5.1.a;
 - a) Students who are unable to sit for the examination due to illness must present a medical certificate or verification letter from a registered medical practitioner, government hospital, or recognized healthcare facility.
 - b) Students who experience the death of an immediate family member are only granted three (3) days of leave. Students must obtain approval from the Dean by submitting a written application accompanied by a copy of the Death Certificate. If a death certificate is delayed, students should submit a written application to their



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faculty or department as soon as possible, including any available supporting documentation.

- c) Students who are undergoing treatment for surgery, psychological disorders, mental disturbances, or any infectious disease must submit a medical certificate or verification letter from a registered medical practitioner, government hospital, or recognized healthcare facility.
 - d) Students facing emergencies such as caring for a critically ill immediate family member must submit a written application accompanied by supporting documents.
 - e) Students must submit applications for re-sit examinations to their respective Schools within three (3) working days from the absent date for that course. Schools must subsequently notify the Examination Unit within two (2) working days of receiving the applications.
- 5.5. Re-sit examinations will be conducted within a timeframe determined by the University, with the earliest possible start date being three weeks after the release of provisional results.
- 5.6. Re-sit examinations will utilize the alternative EQs previously submitted by the School. If necessary, the Examination Unit may require the School to submit an additional set of EQs.

6. ISOLATION CASE

- 6.1. The Examination Unit is responsible for providing isolated examination rooms for students with contagious illnesses, such as chickenpox, measles, H1N1, HFMD, COVID-19, and other infectious diseases.
- 6.2. Invigilators assigned to oversee isolated examinations must strictly adhere to hygiene protocols, including wearing masks, sanitizing surfaces, and maintaining social distancing.
- 6.3. If necessary, the Examination Unit should reschedule the examination or arrange for a re-sit examination.

7. EXAMINATION SECURITY THREATS AND MITIGATION STRATEGIES

- 7.1. Student examination misconduct
 - a) Students will be deemed to have committed examination misconduct if they bring or possess prohibited items, unauthorized documents, or information within the examination hall, or copying from the answer script of other candidates.
 - b) Students who breach any part of any examination rules or regulations will be referred to the disciplinary committee for further action and will be subject to the appropriate academic disciplinary guidelines.
- 7.2. Examination paper leaks
 - a) Examination paper leaks compromise the integrity of the examination process and undermine the fairness of the assessment. These incidents can be attributed to various factors, including human error and misconduct, technological vulnerabilities, and systemic weaknesses
 - b) Upon receiving a report alleging an examination paper leak, the School will conduct an investigation. If the School determines that a leak has indeed occurred, the case will be referred to the University Board of Examinations (UBE) for further



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deliberation. The UBE will, if necessary, instruct the Examinations Unit to reschedule the examination. The UBE will report the findings to the University Senate, which will review the situation and recommend appropriate corrective measures or disciplinary action.

7.3. External Threats

- a) External threats refer to security risks arising from unauthorized individuals gaining access to examination systems, materials, and data.
- b) In order to secure the examination data and materials, the University implements robust security measures, including limiting access to authorized personnel and regularly reviewing and updating security policies and procedures to adapt to evolving threats.

8. DECLARATION

- 8.1. In the event there are certain matters which are not covered in this guideline, but they are used in any process of the examination management and do not affect the good name of UTS or in violation of part or all of the section or subsection in the constitution of UTS, then it is justified and is not considered an attempt for non-compliance.
- 8.2. This guideline may be amended from time to time on the basis of requirements and demands intended to improve and enhance the authority of the examination management.