

## NANYANG POLYTECHNIC ASSESSMENT INSTRUCTIONS TO LEARNERS

### INTRODUCTION

1. You are expected to be familiar and comply with the following instructions.
2. If you breach any of the assessment regulations or instructions, you may be subject to disciplinary action.
3. The assessment instructions may be revised as and when necessary.

### GENERAL

4. You must update any change in personal particulars immediately via the Student Portal.
5. You must have your student card with you for each assessment.
6. You must read and comply with the latest version of NYP e-Assessment Guide for Learners. The guide is available in the Student Portal under Useful Links.

### FOR ASSESSMENTS CONDUCTED ON CAMPUS

#### Device required (unless informed otherwise)

7. **You must bring along your laptop and laptop charger as you would be accessing and taking the assessment using your laptop. You will not be allowed to take the assessment without a laptop. iPads and Tablets are NOT allowed.**
8. **You may use a wired or wireless mouse for pointing, moving and selecting text within the e-assessment only. Mouse with on-board memory is NOT allowed.**
9. **You are NOT allowed to connect or attach any other devices, other than those mentioned in para 7-8. For example, devices such as external hard disk, thumb drive, keyboard, mobile phone are not permitted. Privacy screens are NOT permitted.**
10. Please ensure that your laptop is fully charged, before you arrive at the assessment venue, to last through the entire assessment session as there will be very limited electrical power points in the assessment venue. You will **NOT** be given extra time if you need to charge your laptop during the assessment.
11. Disable the power saver mode on your laptop. You must **NOT** close the laptop lid, turn off the screen, or switch to sleep or hibernate mode during the assessment while the Lockdown Browser is in use. Any attempt to exit the Lockdown Browser without prior approval may result in disciplinary action.

#### Entry into the assessment venue

12. You will be allowed into the assessment venue 30 minutes before the time scheduled for the start of the assessment to prepare yourself and your laptop for the assessment.
13. **You must NOT access any unauthorised materials, including websites or online materials while inside the assessment venue.**
14. Latecomers will **NOT** be given extra time.
15. Wear a mask if necessary. You may be required to remove your mask for identification.
16. You should **NOT** come on campus if you are tested COVID-19 positive. Please inform your Personal Mentor (PEM) and submit Statement of Absence (SOA) "Tested COVID-19 Positive". For details of documentary proof for SOAs, please refer to the Student Portal for the Attendance Policy.
17. **If you arrive later than 45 minutes after the start of the assessment, you will NOT be allowed to sit for the assessment.**
18. If you are affected by a major disruption, such as a major transport delay or natural disasters (e.g. floods), please proceed directly to the assessment venue and report to the invigilator at the venue. If you arrive at the venue within 45 minutes after the start of the paper, you will be given full duration of the paper. If you arrive at the venue beyond 45 minutes after the start of the paper, you will not be allowed to sit for the assessment but will be considered for alternative assessment instead. Excuse chits are not required for train disruptions.
19. You must leave your bag and personal belongings except your laptop and laptop charger / power bank outside the assessment venue or at the designated area within the assessment venue. Please switch off your mobile phone or put it to the silent mode and keep it in your bag. The Polytechnic will not be responsible for any loss of personal belongings.
20. You are **NOT** allowed to leave once present at the assessment venue until the full duration of the assessment has elapsed.

21. You must **NOT** bring into the assessment venue any unauthorised materials (such as notes or calculators), electronic devices/ applications (such as mobile phones, smart watches/ glasses and language/ grammar translation/ correction applications) other than the laptop mentioned in para 7-8. Possession of any unauthorised materials or devices/ applications will be regarded as an act of dishonesty and constitutes a breach of the NYP Assessment (Credit-based) Regulations.

#### During the assessment

22. You must place your student card at the top right-hand corner of the desk.
23. If the assessment for your learning unit comprises 2 papers (i.e. Paper 1 and Paper 2), there will be no break between the 2 papers, i.e. the papers will be conducted continuously one after the other in 2 hours. The assessment starts at the time for the first paper.
24. Zoom monitoring via mobile phone will not be required for assessments conducted on campus.
25. You are **NOT** allowed to talk or eat in the assessment venue.
26. You are **NOT** allowed to borrow any instrument, stationery, etc. from other students.
27. If you wish to communicate with the invigilator, you must remain seated and raise your hand or use the lockdown chat if provided.
28. You must **NOT** leave your seat without the permission of the invigilator. If, for any reason, you are allowed to leave the assessment venue, arrangements will be made for you to be under supervision during your absence.

#### At the end of the assessment

29. For answers written on answer books, you must write your admission number clearly on the front cover of the answer book and all supplementary sheets of paper. Do not write your name.
30. You are to remain seated until all submissions have been collected. You may leave the assessment venue only after you have been told to do so.
31. Any answers which are not submitted to the invigilator in the assessment venue will **NOT** be accepted for grading.
32. Used or unused answer books/ papers must **NOT** be removed from the assessment venue.

#### DISRUPTION DURING ASSESSMENT

33. In the event of a disruption to the assessment, such as the sounding of the fire alarm during the assessment, you should remain calm and follow the instructions of the Chief/ Senior Invigilator in the assessment venue.
34. Please be familiar with the exit points of your assessment venue.

#### ABSENCE FROM ASSESSMENT

35. If you are absent from any assessment without a valid and acceptable reason, you are deemed to have sat and failed that assessment.
36. For all assessments, including examinations, learners must submit original hardcopy documentary proof within two (2) working days from their last absence date to their School's administration office during office hours. If the documentary proof was issued in softcopy, hardcopy submissions would not be required.
37. Medical certificates must be endorsed by a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who should not be a family member. Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.
38. Upon submission of a valid and acceptable reason for absenteeism, such as a medical certificate, an alternative assessment may be granted and shall be treated as the **first and final attempt**.

#### APPEAL TO REVIEW LEARNING UNIT RESULTS

39. You may, on payment of an administrative fee of S\$26.75 per learning unit, request a review of your assessment results within three working days from the day the learning unit assessment results have been released. Appeals must be made by completing the online Appeal for Review of Assessment Results form found in the Student Portal. The fee will be refunded if the appeal is successful.