

NANYANG POLYTECHNIC EXAMINATION INSTRUCTIONS TO STUDENTS FOR EXAMINATIONS CONDUCTED VIA ON-CAMPUS PROCTORED E-ASSESSMENT MODE

INTRODUCTION

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

GENERAL

- 4 You must update any change in personal particulars immediately via myNYP portal or at i@Central, Information and Service Centre or School Admin Services Office.
- 5 You must have your student card with you for each examination.
- 6 You must read and comply with the latest eSA: A step-by-step guide for Learners in order to sit for your eSA. The guide is available at myNYP Portal under Useful Links.
- 7 Should the situation permit for the examination is conducted on campus, you are to take note of the following additional points from para 8 to 35 of these instructions.

FOR EXAMINATION CONDUCTED ON CAMPUS VIA OPEA MODE

Device required

- 8 **You must bring along your laptop and your power cable and adaptor as you would be accessing and doing the examination using your laptop. You will not be allowed to take the assessment without a laptop.**
- 9 Please ensure that your laptop is fully charged to last through the entire examination session as there will be very limited power points in the examination centre. You **will not** be given extra time if you have to wait for the charging of your laptop.

Entry into the examination centre

- 10 You are allowed into the examination centre 30 minutes before the time scheduled for the start of the examination to prepare yourself and your laptop for the examination.
- 11 **You must not access any unauthorised materials, including websites or online materials while inside the examination venues.**

- 12 Latecomers will not be given extra time.
- 13 Wear a mask if necessary.
- 14 You **SHOULD NOT** come to 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 Student Portal for Attendance Policy.
- 15 **If you arrive later than 45 minutes after the start of the paper, you will not be allowed to sit for the paper.**
- 16 If you are affected by a major disruption, such as a major transport delays/natural factor (eg. floods), please proceed directly to the examination centre and report to the invigilator at the centre. If you arrive at the centre within 45 minutes after the start of the paper, you will be given full duration of the paper. If you arrive at the centre beyond 45 minutes after the start of the paper, you will not be allowed to sit for the paper but will be considered for alternative assessment instead. Excuse chits are not required for train disruptions.
- 17 You must leave your bag and personal belongings except your laptop and laptop charger/power bank outside the examination centre or at the designated area inside the examination centre. Please switch off your handphone or put it to the silent mode. The Polytechnic will not be responsible for any loss of personal belongings.
- 18 You are not allowed to leave, once present at the examination centre, until the full duration of the paper has elapsed.
- 19 You must not bring into the examination centre any unauthorised materials (such as notes or calculators), electronic devices/applications (such as mobile phones, smart watches and language/grammar correction applications) other than the laptop mentioned in para 8. Possession of any unauthorised materials or devices/applications will be considered as an act of dishonesty, thereby breaching the NYP Assessment (Credit-based) Regulations.

During the examination

- 20 You must place your student card at the top right hand corner of the examination desk.
- 21 If the examination for your module comprises 2 papers (ie 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 examination starts with the time for the first paper.
- 22 Zoom monitoring via the handphone will not be

required for examination conducted on campus.

- 23 You are not allowed to talk or eat in the examination centre.
- 24 You are not allowed to borrow any instrument, stationery, etc. from other students.
- 25 If you wish to communicate with the invigilator, you must remain seated and raise your hand.
- 26 You must not leave your seat without the permission of the invigilator. If, for any reason, you are allowed to leave the examination centre, arrangements will be made for you to be under supervision during your absence.

At the end of examination

- 27 For answers which have to be submitted on answer book, you must write your admission number clearly on the front cover of the answer book and other supplementary sheets of paper. Do not write your name.
- 28 You are to remain seated until all answer books have been collected. You may leave the examination centre only after you have been told to do so.
- 29 Any answer books which are not submitted to the invigilator in the examination centre will not be accepted for grading.
- 30 No used or unused answer books/paper may be removed from the examination centre.

DISRUPTION DURING EXAMINATION

- 31 In the event of a disruption to the examination, such as the ringing of fire alarm during the examination, you should stay calm and follow the instructions of the Chief/Senior Invigilator in the examination centre.
- 32 Please be familiar with the exit points of your examination centres.

ABSENCE FROM EXAMINATION

- 33 If you are absent from any assessment including e-assessment without a valid and acceptable reason, you are deemed to have sat and failed that assessment.

- 34 With effect from 1 August 2019, you are required to update your absence from classes and all assessments including examinations immediately via the Statement of Absence (SOA) System in myNYP Portal.
- 35 In addition, you must submit the original documentary evidence, such as medical certificates, within two (2) working days from the last day of the absence to your school's administration office. For example, if the last day of your absence is on a Friday, you must submit the original documentary evidence by Tuesday, 6pm.
- 36 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.
- 37 Submission of a valid absenteeism reason, such as medical certificate will be considered for first alternative examination. Please note that if you are unable to take the alternative examination, a second alternative examination is not guaranteed and is subject to special approval.

APPEAL TO REVIEW ASSESSMENT RESULTS

- 38 You may, on payment of an administrative fee of S\$26.75 per module, request a review of your assessment results within three working days from the day the assessment results are 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.