

**NATIONAL UNIVERSITY OF SINGAPORE
INVIGILATORS' INSTRUCTIONS TO CANDIDATES**

**Invigilators, please communicate this set of instructions to candidates.
You may modify to suit your own style but the spirit of the message should be adhered to.**

Section A – Prior to start of the examination

Please listen carefully to the following instructions:

1. You are not allowed to start writing until you are told to do so.
2. Please ensure that you do not have any unauthorised materials, audio equipment or handheld PCs with you. Any candidate found with unauthorised materials will be liable to disciplinary action which may result in your expulsion from the University.
3. Please turn off your mobile phones or pagers. You are not allowed to use these equipment during the examinations.
4. *Note to CI: please read the following paragraph only when the use of programmable calculators is not allowed. The information can be found in the exam booklet, in the exam venue.*

If you are taking the examination for [module code], please be reminded that the use of programmable calculators is not allowed.

5. Put your matriculation card or identity card on the top right hand corner of your desk.
6. Do not write your name on the answer book. Write only your matriculation number.
7. You are not allowed to communicate with each other. If you wish to communicate with an invigilator, please raise your hand.
8. Please check that you have the correct number of pages in your question paper.

(Check that the distribution of examination question papers and answer books is completed and proceed to read point 8)

9. The colour of the answer books used in this room is
10. You are not allowed to leave the examination room within an hour of the commencement of the examination.
11. If you need to visit the washroom, you are required to sign out at the invigilators' table before you leave the room, and to sign in upon your return.
12. At the end of the examination, please remain seated quietly while your answer scripts are being collected and tallied.
13. The time is You may start writing. You will stop at

Section B – 15 minutes before the examination ends

1. You have 15 minutes left for the examination.

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2. You are now not allowed to leave the examination room.

Section C – End of the examination

1. Please stop writing and tie your scripts together.
2. If you continue to write your answers, you are considered to have cheated. Your identity will be noted and disciplinary action will be taken.
3. Make sure that you have written your matriculation number on all the answer books you have used.
4. Remain seated and quiet while your answer scripts are collected. Please make sure that you hand in the correct answer script.
5. Leave any other used or unused answer booklets on your desk.
6. You are not to leave the examination room until you are told to do so.
7. You are reminded that you are responsible for submitting the correct answer script. If you did not submit your script or submitted the wrong script, you will be deemed to have sat for and failed the examination.

Section D – When all scripts have been collected and tallied

1. When you leave, please do not take away from the room any answer books or papers, used or unused. Statistical tables (if used for the examination) should not be taken away from the room.
2. Please remember to take your belongings and your own copy of question paper (if applicable) with you when you leave. Please do so quietly. You may leave now.

IN CASE OF EMERGENCY, PLEASE CONTACT –

Dean's Office, FASS

During Office Hours

A/P Chua Fook Kee - 3801
Mrs Karen Tong - 6161
Ms Tan Wen Mei - 8027
General Line - 6331/6133

After Office Hours

Mrs Karen Tong - 65166161

Registrar's Office
Hotline

- 2304

University Health and Wellness Centre (UHWC)

Mon to Fri (9am – 5.30pm)

Office Hotline - 2390 / 2880
- 67761631

Mon to Fri (5.30pm – 7pm) & Sat (9am – 3pm)

Dr Patrick Tan - 2530

Transportation to UHWC - **2304**
(during & after office hours)