

EXAMINATION INSTRUCTIONS



Please read and strictly follow instructions below; otherwise, students may not be allowed to take exam or their action might be considered as an exam misconduct.

01

Students must dress in proper student uniform or polite dress. Please note that **"polite dress" does NOT include shorts or short cropped pants, sleeveless shirt or camisole.** If not dressed properly, the students **WILL NOT** be allowed into the exam room. Furthermore, students are **recommended** to wear a facemask while they are in the examination room.

02

Students are **not allowed** to bring the following items into the exam room;
2.1 Any electronic devices (e.g. phone, tablet, headphone, smartwatch)
2.2 Blanket

03

Students must show their student ID. Card to the proctor before entering the exam room and must place their student ID. Card on the table. If ID. Card is not available, the students must inform the BBA staff at least 1 hour prior to the exam.

04

Communication devices are not allowed. Students should leave their personal belongings in front of the exam room to prevent loss. Furthermore, body searches might be implemented to ensure that the students have no prohibited items.

05

Students are not allowed to leave the exam room until 1 hour after the exam starts, even if students have finished their exam. No rest break is allowed.

06

Students are not allowed to take the exam if they are late for 30 minutes or more.

07

Things allowed in the exam.

- 7.1 For an **open-book exam**, texts, handouts, and notes are allowed. However, communication and electronic devices (e.g. computers, smartwatch, iPad, etc.) are prohibited, unless specifically allowed by the instructor.
- 7.2 For a **close-book exam**, only the following items are allowed;
 - Stationary in a clear envelope or bag.
 - Dictionary (Only when specify by the instructors).
 - Calculator: students are required to use the Texas Instrument: BA II Plus or simple calculator unless specified otherwise by instructors.

08

The students must not borrow anything from other students; otherwise, such acts will be considered as exam misconduct.



The minimum penalty for exam misconduct is 2 semesters of suspension from registration.

Please note that the Program announces the exam schedule in advance. Therefore, no make-up exams will be offered for any reasons.