STUDENT SPECIAL EXAMINATION TIMETABLE FOR BESTARI JAYA CAMPUS
SEMESTER OGOS 2024

IMPORTANT NOTICE

CANDIDATES ARE DEEMED TO HAVE READ THE RULES AND REGULATION PERTAINING TO UNIVERSITY EXAMINATION AND ANY DISRESPECT OF THE REGULATIONS WILL BE DEALT BY THE DISCIPLINARY BOARD.

A) Check the venue of each examination.
B) Entrance to the Examination Hall is only permitted when you present your Student Card and Clearance Slip.
C) Ensure arrival at the Examination Hall atleast 30 minutes earlier.
D) Entrance to the Examination Hall is only permitted up to 30 minute after the examination begin, however no extra time will be given.
E) Examination for the morning session begins at 9.00 am, meanwhile for the afternoon session begins at 2.30 pm.
F) Please leave your beg, books and notes outside the examination hall (don't leave your personal belongings (wallet and mobile phone) in your beg).
G) All mobile devices must be SWITCHED OFF DAN DISENGGAGED prior to entrance the examination hall until the examination ends.

All mobile devices and personal belongings need to be kept in the clear pouch given and placed under the desk/flip chair. You are not allowed to use your mobile devices at the examination venue at all times.

IT'S AN EXAMINATION OFFENCE TO TOUCH/LOOK AT THE MOBILE DEVICE AT THE EXAMINATION VENUE AND/OR MOBILE DEVICE FOUND SWITCHED ON.

H) Candidates are ONLY ALLOWED to go to the bathroom after TWO (2) hours has begin. Candidates, who want to go to the bathroom after the permitted time MUST RAISE your hand and wait until an invigilator assists you. You MUST record the TIME IN and OUT in the Toilet Record Book.

I) If you are unable to attend the examination as scheduled due to valid reason (as stated in Academic Regulation Handbook), please notify your faculty Assistant Registrar within 48 hours.

J) You are not allowed to bring out the examination answer booklet(s) or any unused materials from the Examination Hall.

K) It is an examination offence to bring along any exam related paper, documents and stationery out from the examination hall.

NON - PERMITTED ITEMS
a) PENCIL CASE (UNLESS CLEAR) - all stationery should be kept in clear case!
b) REVISION NOTES!
c) UNAUTHORISED NOTES/BOOKS OR MATERIALS!
d) SMART WATCH!
e) CALCULATOR COVER!

JADUAL MENGAWAS PEPERIKSAAN PELAJAR
SEMESTER OGOS 2024
MAKLUMAT PENTING

a) Ketua Pengawas perlu melapor Diri dan mengambil kertas soalan dan kit peperiksaan di Bilik Sekretariat Peperiksaan (Unit Peperiksaan dan Penilaian Kursus - Kampus Bestari Jaya) seawal 30 minit sebelum peperiksaan bermula.

b) Pengawas Pengawas perlu hadir seawal 30 minit sebelum peperiksaan bermula.

c) Daftar kehadiran di Borang Laporan Ketua Pengawas.

d) Berpakaian formal dan menggunakan kasut yang bersesuaian (bagi peperiksaan) mengikut etika pemakaian yang ditetapkan oleh Universiti.

e) Mengambil maklum tarikh, masa dan lokasi peperiksaan bagi jadual mengawas di Portal Staf dan edaran secara e-mel diperingkat fakulti.

f) Mendapatkan pengawas gantian selewatnya tiga (3) hari sebelum peperiksaan sekiranya tidak dapat bertugas. Bagi kes kecemasan dan cuti sakit, maklumkan kepada Timbalan Dekan Akademik atau Penolong Pendaftar Fakulti untuk pengawas gantian.

g) Sekiranya pertukaran pengawas melibatkan kursus yang diajar oleh pensyarah, pensyarah tersebut perlu mencari pengganti dikalangan pensyarah yang melalui proses moderasi soalan berkenaan dan borang perlu ditandatangani oleh Timbalan Dekan Akademik sebelum di hantar kepada Penolong Pendaftar Unit Peperiksaan dan Penilaian Kursus untuk tindakan selanjutnya.

h) Memberi perhatian sepenuhnya kepada sesi peperiksaan dan tidak melakukan apa jua perkara yang boleh mengganggu perhatian terhadap peperiksaan yang sedang berjalan, terutamanya penggunaan telefon bimbit. Memastikan keselamatan soalan peperiksaan dan buku jawapan sehingga ia dikembalikan ke Bilik Sekretariat Peperiksaan.

i) Memastikan pelajar membawa bersama *Clearance Slip* dan Kad Pelajar sebelum dibenarkan masuk dewan/bilik peperiksaan. *Clearance Slip* adalah WAJIB bagi pelajar.

j) Mengambil maklum proses kerja Ketua Pengawas/Pengawas Peperiksaan yang dimuatnaik di Portal Staf (estaff.unisel.edu.my).

PHYSICAL EXAMINATION SCHEDULE

EXAMINATION STARTS	EXAMINATION ENDS	CODE/COURSE	LECTURER	VENUE	NO. STUD.	NO. KAD PELAJAR	NAMA PELAJAR	CHIEF INVIGILATOR	INVIGILATOR	TIME KIT TAKEN	SIGNATURE	TIME KIT SENT	TOTAL SCRIPT	SIGNATURE	SECRETERIAT/UPPK	TIME KIT TAKEN	SIGNATURE	ANSWER SCRIPT TAKEN BY	TOTAL ANSWER SCRIPT	DATE	SIGNATURE	PRINTED BY	DATE PRINTED	SIGNATURE	KEHADIRAN
										1	1	1	1	1	2	2	2	3	3	3	3	4	4	4	
THURSDAY	THURSDAY	PFA1313 - BASIC FINANCIAL MANAGEMENT	UMMI RAIDA BINTI AWANG ZAKI	LR 2, PERPUSTAKAAN	1	22320001181	SHREE DURGA A/P SURESH	SAKINAH MOHAMED TAJULARIFFIN	UMMI RAIDA BINTI AWANG ZAKI																
Thursday, 12 December, 2024	Thursday, 12 December, 2024																								
9.00 AM	12.00 PM																								