



TEST AND EXAMINATION REGULATIONS

(Diploma and Degree examinations)

1. Valid Curtin Student Identification

- 1.1 All Curtin Singapore students must to produce their Student ID Card in all tests and examinations and place the card on their desk where it is clearly visible to the invigilators.
- 1.2 Students will not be granted additional time to complete a test or examination because of delays in identity verification.

2. Test and Examination Attendance

- 2.1 Students are responsible for attending their tests and examinations at the date, time and venue advised through the relevant schedule or examination timetable. Information is provided through Moodle for Diploma students, and Blackboard for Degree students, together with the relevant Unit Outline, progressive test schedule or examination timetable, as applicable.
- 2.2 Failure to attend the scheduled test or examination at the designated venue will result in a zero mark for that test or examination, even if the student submits work relating to the test or examination.

3. Arrival and Commencement of Tests and Examinations

- 3.1 For **online tests and examinations**, students must arrive at least **30 minutes** before the scheduled start time to allow sufficient time to connect their laptop to the Wi-Fi and access the relevant learning or test platform, such as Moodle (Diploma students), Blackboard (Degree students), WileyPLUS, MyLab, or other platforms as advised.
- 3.2 For face-to-face written tests and examinations, students must arrive at least **15 minutes** before the scheduled start time.
- 3.3 A briefing will be conducted at the examination venue before the test or examination commences. Students who arrive late will not be granted additional time to complete the test or examination.
- 3.4 If a test or examination commences late for any reason, students will not be disadvantaged. The full examination duration and reading time, where applicable, will be provided.
- 3.5 If an examination is delayed or interrupted for more than 30 minutes, it may be rescheduled at the discretion of the Director of Academic Services.

4. Food and Drink in Tests and Examinations

- 4.1 Food and drinks, other than bottled water, must not be brought into or consumed in the test or examination venue without prior permission.

5. Approved Test and Examination Materials

- 5.1 The possession or use of any materials during a test or examination, including calculators and permitted notes, must be authorised by Curtin College (Diploma students) or Curtin University (Degree students), as applicable. Details of permitted materials will be communicated to students before the test or examination.
- 5.2 Students found to be in possession of, or using, unauthorised materials during a test or examination may be subject to disciplinary action.
- 5.3 Dictionaries are not permitted in any test or examination.

6. Headwear

- 6.1 Students must not wear hats, caps or other headwear during a test or examination, except where required for religious reasons or permitted due to medical or disability-related needs.

7. Absence, Late Arrival and Early Departure

- 7.1 Students who do not attend or arrive late for a test or examination because they misread the progressive test information or examination timetable, or relied on incorrect information provided by another person, will not be entitled to sit the test or examination at another time or receive any other concession.
- 7.2 Where a student has attempted to sit a test or examination but is unable to undertake or complete it due to illness or another valid reason, the student may apply for an Assessment Extension in accordance with the Assessment Extension Procedure.

8. Conduct in the Examination

- 8.1 Students must comply with all examination instructions, including requirements relating to permitted reference materials and academic referencing, where applicable.
- 8.2 During a test or examination, students must not:
- communicate with another student, unless instructed or permitted to do so;
 - obtain, or attempt to obtain, unauthorised assistance with your work;
 - give, or attempt to give, assistance to another student; or
 - behave in a manner that is inconsistent with the proper conduct of the test or examination or with instructions provided by the invigilator.

9. Mobile Phones, Smartwatches, Electronic Devices and other Aides

- 9.1 Unless specifically authorised for the examination, students must not:
- access, possess or use a mobile phone or any unauthorised electronic device;
 - access, possess or use any device capable of storing information or connecting to another device;
 - access, possess or use any unauthorised notes, software or materials;
 - access, possess or use any device capable of communicating with another person that is not required for the examination;
 - communicate, interact or collude with another person; or
 - wear or use a smartwatch, headphones, earbuds or other unauthorised wearable electronic device.
- 9.2 All prohibited electronic devices must be completely switched off using the power-down function. If a prohibited device makes a sound or is activated during the examination, this may constitute a potential examination breach or misconduct.
- 9.3 Before a face-to-face examination commences, invigilators will advise you where mobile phones, electronic devices, notes and other materials must be stored.
- 9.4 For examination purposes, being “in possession” includes having an item on, next to, near or under your desk or chair; in or on your clothing; on your body; or in your wallet or purse.
- 9.5 If invigilators find that students are accessing, possessing, or using any prohibited devices or materials, Curtin Singapore may apply an integrity warning, examination breach, and/or misconduct action.

10. Further Requirements Specific to Face-to-face Written Examinations

- 10.1 Face-to-face written examinations may include 10 minutes of reading time in addition to the examination duration. During reading time, students may make notes or highlight text only as permitted by the examination instructions provided.
- 10.2 Students must not attempt or commence answering any examination questions on the examination paper or answer booklet until advised by the invigilator that reading time has ended and writing may commence.
- 10.3 Students will not be permitted to:
- enter the examination venue after the **first hour of the examination**, including reading time, has passed;
 - leave the examination venue during the **first hour of the examination**;
 - leave the examination venue during the **final 15 minutes of the examination**;
 - re-enter the examination venue after leaving, unless you have remained under approved supervision for the entire period of your absence; or
 - receive additional examination time if you arrive late.