



## **GENERAL INFORMATION & INSTRUCTIONS TO CANDIDATES (Rules to be adhered to in the Examination Hall)**

### **READ CAREFULLY**

Any breach of the instructions rules, regulations and procedures of the examination may result in :

- i) Your disqualification not only in respect of the examination you are sitting for but also for a period of years or even indefinitely.
  - ii) The withdrawal, with holding or invalidating of your results or certificate at any time; and
  - iii) Any other sanction or action against you as the Institute deems fit and proper.
1. Remember to bring your original Identity Card to the examination room. Failure to do so will bar you from the Examination.
  2. Candidates WILL STRICTLY NOT BE PERMITTED to sit for the examination if they do not bring along their original national identity card or valid passport. No refund will be allowed for candidates who fail to produce the approved document or identification purposes.
  3. Be ready to take your seat in the examination room before the commencement of the examination. The Institute reserves the right to disallow you from taking the examination if you are not present after half an hour from the schedule time fixed for the commencement of the examination session that is stated in your examination e-permit.
  4. You must obey all the instructions, directions and rulings of the Presiding Official.
    - a) Candidates must not take into the examination room, or consult or in any way use any authorized materials, including but not limited to thumb drives; mobile phones; tablet computers; or other electronic data storage devices; books; documents; or other written; typed or printed matter (except for the items provided by the Invigilator in connection with the subject being examined).
    - b) As in all cases, books, revision notes, bags, handbags and other personal belongings are required to be left at the front of the examination room, candidates are advised not to bring any unnecessary valuables to the examination. If candidates choose to do so, the Institute will not be held responsible for any loss of such items.

- c) Candidates ARE NOT ALLOWED to have their mobile phones or any other electronic devices with them at their desk at any point in time. Candidates have to ensure that their mobile phones or other electronic devices are switched off and kept in their bags, which will have to be left at the front of the examination room. Failure to comply with such instructions will provide sufficient grounds for the Invigilator to disqualify the candidate from taking or completing the examination and render candidates liable for disciplinary action if found using or looking at the mobile phone or electronic device. In the event the candidate is allowed to re-take the examination, he/she will need to re-register and pay all the related fees again.
  - d) Candidates found copying any questions and / or answers on any material or form will be liable for disciplinary action.
  - e) Candidates must not communicate with, or willingly receive communication from any person during the examination other than the Invigilator. Any attempt made by another candidate to communicate with any candidate must be reported to the Invigilator.
  - f) Candidates must not read or attempt to read the work of other candidates.
  - g) If a candidate needs assistance, he or she must raise his or her hand to attract the attention of the Invigilator. Candidates must not leave their seats without the permission of the Invigilator.
  - h) Once the examination has commenced, candidates ARE NOT ALLOWED to leave the examination room temporarily other otherwise, EXCEPT in the event of urgent necessity where they will have to be accompanied by an Invigilator. In such exceptional cases, candidates are not allowed to take their mobile phones and any other electronic devices to the rest room nor make any phone calls. Candidates who do not return to the examination room after 15 minutes may not allowed back into the examination room to complete their examination. In such event, he or she will need to re-register for the examination and pay all related fees again.
  - i) You must conduct ethically and professionally at all times at the examination.
5. Candidates may use slide-rules or silent, battery or solar powered, NON PROGRAMMABLE CALCULATORS (but not alphanumeric calculators with the 26 alphabets) during the examination. Use of electronic diaries or organizer, programmable calculators, smart mobile phones, blackberry phones and other electronic devices during the examination is strictly prohibited. The Invigilator will have the right to retain any of these unauthorized devices.
  6. Smoking and eating are strictly forbidden in the examination room.
  7. Candidates who use others to appear on their behalf, and the person who so appears will be reported to the MII Disciplinary Committee for action.
  8. Candidates are not allowed to leave the examination room until after 30 minutes from the commencement of the examination.
  9. Candidates must leave the room as quietly as possible, so as not to disturb other candidates.

10. The Institute reserves the right to ask for any other proofs of identity at any time during or after the examination. This includes the taking of thumb prints and photographs.
11. You must stop writing immediately after the Presiding Official has announced that the allotted time is up.
12. The Institute solely reserves the right to make any changes (including to the fees) owing to any unforeseen circumstances, or when it considers necessary or appropriate to do so. The Institute reminds all candidates to familiarize themselves with the latest Rules and Regulations and ensure that they keep themselves up-to-date before they come to the Institute to sit for their registered examinations.
13. **Examination review and feedback** - There are no examination review and feedback option for this examination. All results are final and no appeal will be entertained.
14. Every certificate issued or made by the Institute shall, notwithstanding the payment of any fees and subscription remains the property of the Institute.