

2018 SUMMER FACULTY OF BUSINESS EXAMINATION TIME TABLE

Date	Day	Start Time (24 Hours Format)	Unit Code	Unit Name	Duration (hours)	Surname Split		Venue (Building - Room)
						From	To	
07-Feb-18	Wednesday	10:00	MKTG1000	Discovering Marketing	2	All Student		LT201
08-Feb-18	Thursday	10:00	ACCT1000	Introduction to Accounting	2	All Student		LT201

Students must sit the exam at the stipulated date and time. Please note that failure to attend the examination on the date and time set will result in a failure for the unit. Under no circumstances will any other arrangements be made to suit individuals.

You are advised to arrive at least 15 minutes before the examination and student identification will be required.

NO ID! NO ENTRY!

It is mandatory for all students sitting examinations at Sarawak Campus to be in possession of their [Curtin Student ID Card](#). Students [without their Curtin Student ID card will not be permitted entry](#) to the examination venue, and will be directed to Student Services Department at Heron 1, Student Central to obtain a Curtin Student ID card. You will be subject to a fine of [RM50](#) as replacement fee. A [sanction](#), preventing you from viewing your academic results or graduating, will be placed on your student record until the fine is paid.

Unauthorised Material

- Unless otherwise instructed by the Exam Supervisor, **all unauthorised materials** i.e. textbooks, notes, hats and caps must be placed inside your bags. Bags are to be placed based on the instructions from the Exam Supervisor.
- Students are not permitted to use **mobile phones, smartwatches, or any other electronic device** for the purpose of gaining an advantage in the examination. The use of any device capable of storing text, or another form of restricted information, is strictly prohibited. Approved calculators are permitted.
- Students are advised that if they bring a mobile phone or electronic device into an examination venue, it must be **turned off, including all alarms and notifications** and placed in the student's bag or face down on the floor between their feet, prior to the commencement of the examination.
- If you are found to be using an electronic device, or in possession of an electronic device, then you will be subject to a **RM100** fine. The same fine applies if your electronic device causes a disturbance (visual or auditory) during the examination. You will not be able to view your academic results or graduate until the fee is paid. More importantly, use of unauthorised electronic devices could result in academic disciplinary action. **"In possession"** means on or next to your desk or chair, in or on your clothing, on your body, or in your wallet or purse.

Attend the correct examination venue

Students who attend a venue different to that which is designated on the final examination timetable will be subject to a fine of **RM25**. A **sanction**, preventing the student from viewing results or graduating, will be placed on the student's record until the fine is paid. If your results are currently sanctioned, you are not allowed to sit for these exams. Please note that there is no charges for the Supplementary and Assessment Extension Exams for Curtin Sarawak students.

Display of time intervals in venues and personalised timetables (effective Semester 2, 2009):

A written schedule showing time intervals will no longer be displayed in examinations. All examination venues have accurate clocks, and Exam supervisors will advise students of the time allowed for each examination and will also make an announcement when 15 minutes of the examination remain.

General Information

- The Exam Supervisor will advise you when you can commence the examination. You may make notes during the reading time in accordance with instructions given on the examination paper.
- If you think there is an error or omission in the examination paper, you can bring this to the attention of the Exam Supervisor, who will contact the Examinations Office for clarification.
- If you require additional material, you should raise your hand until attended to.
- During the examination you are not allowed to communicate amongst other students, or to act in any way that is improper, in an attempt to obtain assistance.
- If you have left the examination venue, you will not be allowed to return unless you have been under approved supervision for the period of your absence (e.g. to go to the toilet).
- You may not leave the venue **within the first hour or the last 15 minutes** of the examination, nor leave the venue at the completion of the examination until advised by the Exam Supervisor.
- You must hand in your examination script with your name and student ID number written on it even if you have not completed any of the paper.