



EXAMINATION GUIDELINES AND INSTRUCTIONS TO CANDIDATES

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 All candidates are required to take note of the examination rules as follows:

1. All candidates are advised to read and adhere to the examination rules provided.
2. Please ensure that you are seated at the designated seating position.
3. Please fill in the attendance form and place it at the top right corner of your examination table with your UPNM Student Matric Card and your Identity Card/ Military Identity Card.
4. Make sure that you get the correct examination question paper. If you receive the wrong examination question paper, please raise your hand and inform the examination invigilator.
5. Read the instructions on the front page of the examination question paper. Write your Student's Matric Number and Identity Card Number/ Military Identity Card Number on each answer sheet. Answer sheets cannot be torn.
6. Answers should be written using a black or blue ball pen for essay answers for readability and a 2B or BB pencil for OMR on multiple choice question answer sheet.
7. If you need to go to the toilet, please raise your hand to allow the examination invigilator to assist you.
8. Mobile phones, books or notes are not allowed in the examination hall. You may be charged for attempting to cheat at the examination if you are caught with the undeclared item as above. However, the use of a calculator is permissible if required.
9. Communication either verbally or otherwise between a candidate with anyone else (except the Chief Invigilator/ Invigilator) is not allowed. The candidate shall raise his/ her hand if he/ she wishes to communicate with the Invigilator.
10. A candidate who violates the prescribed examination rules may fail the examination.
11. When the announcement of the end of the examination period is made, please adhere to the following:
 - a. Stop writing immediately and tiecompile all answer sheets.
 - b. Leave the question paper and answer sheets on your table.
 - c. Collect your Matric Card, Identity Card/ Military Identity Card, Examination Attendance Slip and your own stationeries.
 - d. Leave the hall in a quiet and orderly manner.

~GOOD LUCK~