RULES AND GUIDELINES FOR THE CONDUCT OF EXAMINATIONS AT ALAM

EXAMINATION RULES

Abridged Version for Examination Candidates

ALAM’s Examinations, Assessments & Qualifications Committee (EAQC)

These principal Examination Rules are made under the authority of ALAM’s Academic Board and shall be treated with firm process, integrity and professionalism.
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Note:
1. The Examination Rules shall be hereinafter referred to as “the Rule”.
2. This is the primary document for the conduct of an exam and if there is any conflict, the provision of this Rule takes precedent.
3. The Rule is supported by Annexures which can be independently updated and issued as and when circumstances warrants and deemed appropriate. Such revision can be executed and circulated via MAA’s Office.
4. All Annexures that requires to be updated in the QSD document shall be compiled and QHSSE notified to effect the changes at the minimum once in a year.
1.0 Definitions Clauses

The following words, within the Rule, shall have the stated meaning, unless mentioned otherwise:

“Appropriate Attire” refers to compliance to the provisions in ALAM Pre-Sea Code of Conduct for cadets (including those sitting for Referrals and Repeats) until they have fully graduated and for Post-Sea candidates to be dressed smart casual with no jeans/slippers/sandals, etc. (- neck tie is an option) or in candidate’s official corporate shirt of their valid employer not otherwise. All candidates shall display a befitting appearance, neat and tidy.

“Assessment” refers to the wide variety of methods that academicians in ALAM use to evaluate, measure, and document the academic readiness, learning progress, and skill acquisition of the candidates. In ALAM it refers to Lecturers Class Assessment (LCA) which assessment coordination is fully under Training Dept. as directed by the Academic Board on 21st April 2016. (Note: Email communication to both Pre-Sea and Post-Sea HODs that effective 1st May 2016 all LCAs will not be coordinated by Examination Unit instead Training Dept.)

“Examiner” for an Exam subject: The Examiner (appointed pursuant to Procedure Manual QSD 7.1-2) is the question setter for the examination who also marks the answer scripts and enters the marks into the examination mark sheet of a subject or subjects. If the subject has more than one examiner, one of the examiners will be appointed as Chief Examiner by HOD. Examiner will report to Chief Examiner. Summary of key duties are stated in Annexure C.

“Chief Examiner” for an Exam Subject: The Chief Examiner (appointed pursuant to Procedure Manual QSD 7.1-2) is the chief question setter for the examination who also marks the answer scripts and enters the marks into the examination mark sheet where required assisted by Examiner(s) – this occurs when there are more than one examiner for each subject. Chief Examiner is selected by HoD. Final decision on marks / moderated results rests on Chief Examiner. If there is a conflict in discharging his duties (e.g. mark allocated), HoD will mediate and resolve arriving at a final decision. However, if the matter is still not resolved, final and conclusive decision can be made by HoD to DTE. Summary of key duties are stated in Annexure C.

“Chief Invigilator” for an Exam session is the head of all invigilators duly approved by their respective Training HoD and QSD 7.1-1 duly issued on his/her official appointment. The overall conduct of exam rests on Chief Invigilator. Invigilators including Senior Invigilators and Stand-by Invigilators reports to him/her. Summary of key duties are stated in Annexure D.

“Examination” a formal test of a candidate’s knowledge or proficiency in a subject or skill based on academic rules and procedures or other related standards set by Academic Standards Committee of the Academic Board of ALAM or official requirement by the Marine Department of Malaysia (Mardep), i.e. the external examiners. In ALAM it refers to Final Examination, Referral Exam, Repeat Exam and Lecturer’s Class Assessment (LCA).

“Examination Coordinator” (EC) is a representative from the Training Dept. appointed by its HoD to coordinate between HoD and Examiners/Moderators to ensure the readiness of HoD who has checked the question papers and model solutions. EC shall schedule meetings with Mardep (in conjunction with EU) based on Examiner, Moderator & HoDs available time.

“Examination Time-Table” is issued at least 1 month before Final Exams or 2 weeks before Referral Exams by EU to the cohorts/candidates sitting for an exam and at the minimum copied to the class advisor and related HoD.

“Examination Unit (EU)” is the unit in Academic Affairs Department (AAD) which comprises of both deck and engineering section functioning as the administrative unit for the conduct of the examinations in ALAM for pre-sea (i.e. Cadets and Ratings) and post-sea candidates’ examination.
“EU Notice Board” is the official notice board of EU located at Registry Block along International Students’ Unit wall.

“EAQC” is the Examinations and Assessment Quality Committee accountable to ALAM’s Academic Board chaired by Director of Academic Affairs (DAA) and the terms of reference therein which includes three senior lecturers and a secretary (Ex-officio MAA) overseeing process related to examinations and certificate issuance.

“Invigilator” for an Exam session is an individual as proposed by EU who is approved by his/her respective HoD / Managers and QSD 7.1-1 duly issued. Invigilators are in charge of the proper conduct of examination and a good watch over the candidates when the examination is in progress and is headed by a Chief Invigilator. Once approved by their respective HoD, invigilators are expected to fulfill the invigilation duties unless due to emergency. Summary of key duties included in Annexure D.

“Moderator” for an Exam subject who is appointed pursuant to Procedure Manual (QSD 7.1-2) is also a crucial academic person able to provide a balanced and unbiased point of view on the accuracy of the question papers and marks provided fairly to all candidates. Summary of key duties included in Annexure C.

“Senior Invigilator” for an Exam session Chief Invigilator, Invigilators and Stand-by Invigilator (hereinafter jointly referred to as “All invigilators”) as proposed by EU are approved by their respective HoD / Managers and QSD 7.1-1 duly issued.

“Schedule of Examinations” is documents issued for both nautical studies and engineering studies’ exam dates (with best forecast) based on course flow chart crafted by Training HODs. The Schedule is expected to be issued for the following year preferably before the current year ends and may be revised.

“Stand-by Invigilator” for an Exam as proposed by EU are approved by their respective HoD / Managers and QSD 7.1-1 duly issued. The duties are the same of invigilators except that they can be excused by the Chief Invigilator anytime from 30 minutes before commencement of exam and he may be called back to the exam venue based on Chief Invigilator’s reasonable discretion.

“Registered Candidates” are students who have properly registered and related fee fully paid/sponsored to sit for an exam offered by Exam Unit. The names will be listed in QSD 7.2-3.

Types of Written Exams are “Final Exam” (- at the end of the semester), “Referral Exam” (- where candidate has obtained failed status in Final Exam and class attendance is not required) and “Repeat Exam” (- class attendance and LCAs completion are required to fulfilled) are further elaborated in the Academic Rules & Procedures which is issued and updated from time to time by the Academic Standards Committee.

“Use of Unfair Means” in an examination (including LCA) is where a candidate is found in possession or found referring to any unauthorized book, paper or material or via any technological devices (e.g. hand phone and smart watches), or copying from another person or offering any assistance or giving any information to another person, or accept assistance or information from another person etc., such candidate shall be deemed to have used unfair means in answering the exam questions. However, if a candidate if found suspicious of using unfair means immediately AFTER examination is over, the candidate will be issued with a notice on use of unfair means BUT allowed to attend remaining exams as per norm and results will not be released until the outcome of the Disciplinary Tribunal – if found guilty then the marks will be zeronized.
2.0 Preamble

2.1 The Rules and guidelines are made by the EAQC under the authority and approval of ALAM’s Academic Board. The aim of The Rule is to lead and manage the conduct of Examination under the purview of EU.

2.2 The Rules and guidelines shall be enforced by ALAM’s Examinations Unit (EU) under the Manager, Academic Affairs Department (MAA).

3.0 Notice / Examination Time-table

3.1 Registered Candidates (in and off campus) shall be responsible to find out the time and location of any exams in relation to their course(s) and for arriving at the designated exam venue, as stipulated in the latest Examination Time-Table for an Examination session as prepared by EU and duly promulgated on the EU Notice Board and/or conveyed to such registered candidates by EU via an internet email or telephone call.

3.2 Candidate shall be responsible to keep track of any changes to the Examination Time Table, and if any doubt they shall contact the EU as per the contact information in the Exam Rule booklet.

3.3 Examination Time-Table shall be posted at EU Notice Board at least 2 weeks prior to an examination session date. For candidates currently not physically attending any courses at ALAM, such a notice to be given through letter/email based on the candidates latest information in ALAM’s record or online system.

4.0 Exam Venue Preparation

4.1 [DELETED: NOT RELEVANT FOR CANDIDATE]

4.2 [DELETED: NOT RELEVANT FOR CANDIDATE]

4.3 An exam venue is prohibited for entry to all registered candidates except when permitted to do so by the Chief Invigilator i.e. usually not earlier than 15 minutes before the scheduled commencement time of a registered candidate’s Exam session for a subject.

4.4 [DELETED: NOT RELEVANT FOR CANDIDATE]
5.0 Registration of Candidates for Examinations

5.1 All candidates eligible for an exam session will be listed in Exam Candidate List (QSD 7.2-3) posted by EU on the EU Notice Board, and/or as communicated to the Candidate by EU. If a candidate determines that his/her name has not appeared on the list (other than debarred candidates), he/she should immediately bring this to the attention of the EU staff.

5.2 Any eligible candidate who wishes to enroll for a Referral Exam or Repeat Exam is required to register using the Payment and Submission Form (PASF) document via Certification Unit, at the minimum three working days before the referral/repeat exam session date. PASF is available at the lobby of Certification Unit or can be requested from EU. Repeat Exam candidate is required to get the eligibility form (Annexure L & M) completed.

6.0 Criteria for Passing Examination

6.1 Criteria for passing an examination for each type of course / programme are as stated in course exam scheme / internal criteria for assessment and approved course specification / guidance from Marine Department Malaysia (Mardep). These procedures shall be reviewed and updated into ALAM’s Academic Handbook (formerly referred to as Academic Procedure and Rules) which updated version will be issued from time to time by Academic Standards Committee of ALAM’s Academic Board.

6.2 Candidates who have failed in any subject need to re-sit the exam in the following semester.
   a. Referral (Resits) Exam: candidate is required to register and appear for the exam only and class attendance is not required.
   b. Repeat (Resits) Exam: candidate is required to register and appear for the exam and satisfactory class attendance requirement is met and necessary LCA completed. (Note: Date on class attendance to commence is objectively decided by the respective HoD with the concerned candidate.)

6.3 Candidates shall register the referral subject(s) in the earlier part of the semester by discussing with the subject lecturer(s) regarding all the assessments and the FE including being aware and tracking the dates(s) for the referral with EU. Such registration with EU shall be made immediately and EU has the right to reject any registration if made less than 1 week prior to commencement of an examination session.

7.0 Rules and Regulations for Candidates

7.1 Only candidates who are registered for an examination, and not officially disqualified due to a stated reason, shall be allowed into the examination venue for their respective subject(s).

7.2 All registered candidates are advised to arrive outside the venue at least 30 minutes before the scheduled commencement time for the Exam, and shall be ready at the entrance to the venue at least 15 minutes before the start time of the Examination, and await instructions from the Chief Invigilator.

7.3 All registered candidates are required to bring along their official identification card (valid Malaysian NRIC, or valid Passport or valid ALAM student card). (Note: If candidate has failed to bring any of these ID, face recognition is permitted provided recognized by one of
the invigilator and agreed by Chief Invigilator AND that candidate is required to verify the ID at EU on the same day).

7.4 **Prohibited Items**: Candidates shall not bring into an examination venue, any book, notes, hand phone, smart spectacles, smart watches, programmable calculator, paper, material or equipment of any kind and any valuable items (hereinafter referred to as “Prohibited Items”), other than those specified under this Rule or which have been specifically seen by and allowed by the Chief Invigilator.

[DELETE: NOT RELEVANT FOR CANDIDATE]

7.5 **Permitted Items**: Candidates will be allowed to use their own drawing instruments or other permitted items as provided by this Rule or which have been allowed by the Chief Invigilator.

7.5.1 The use of non-programmable scientific calculators is allowed provided that the calculators are:-
   a. quiet in operation and independently powered; and
   b. have been inspected by the candidate’s Class Advisor/HoD and a ‘ALAM approved calculator sticker’ has been duly affixed accordingly, OR
   c. approved by the Chief Invigilator.

7.6 **Materials Provided**: The following list of books, tables and instruments are for specific use during examination and sufficient numbers shall be made available for use by candidates in the examination venue:

   a. Nautical Table (Norrie’s / Burton) – or extract thereof.
   b. Nautical Almanac – or extract thereof
   c. Chart Dividers
   d. Admiralty Tide Table -or extracts thereof.
   e. Navigational Chart
   f. Steam tables
   g. Steam charts
   h. Mollier chart
   i. Psychrometric chart
   j. Graph papers
   k. Plotting sheets
   l. Drawing papers
   m. Moody’s Diagram

   (NOTE: The relevant HoD may, via EU, change or add to the above list as necessary for the efficient conduct of an examination or as required by MARDEP.

7.7 **Use of Unfair Means**: Candidate shall be barred immediately from the examination by the Chief Invigilator. He/she shall also be barred from subsequent examination(s) of the same session. Notice to the effect shall be issued by EU to the candidate. Marks/grades obtained for papers taken earlier (prior to the incident) in the same examination session shall be considered null and void. For calculation, marks for all the papers shall be considered as zero. The candidate will also be liable for disciplinary action for academic misconduct. Similar consequence can be administered by Training Dept. for use of unfair means in LCA.

7.8 **Barred or Disqualified from Taking an Exam**: Candidates shall not be allowed to sit for an exam in the following circumstances:
a. Found using unfair means  
b. Insufficient attendance (applicable for pre-sea cadets and post sea students)  
c. Incompletion of LCA  
d. Arrival to exam venue after 15 minutes has lapsed (marked as ‘Absent from Exam’)  
e. Disciplinary issues  
f. Inappropriately attired includes aspects mentioned in “Appropriate Attire” Rule 1.0 herein  
g. Not adhering to the requirement prior to entry to exam venue which includes:  
   - not being silent,  
   - not walking into the exam venue in an orderly fashion,  
   - talking and using any sign language amongst the candidates  
   - not approaching candidates seat but moving about  
   - using the washroom  
h. Unruly behavior during the Exam.  
i. ID is suspicious  

7.9 Exemption from Exam: Any exemption to a candidate from any examination shall be approved by DTE and thereafter notify MAA and EU well before the exam that the candidate has been exempted from such an examination.  

7.10 Candidates shall be guided by Annexure B in the event the weather is not safe prior proceeding to exam venue. It shall be the responsible of each candidate to communicate with EU or Student Affairs Department to seek clarification if in doubt without compromising the requirement to arrive at the exam venue 30 minutes prior to exam.  

7.11 All exam written work must be in black or blue inked pen, with the exception of sketches / plots, etc., which are to be done using pencils.  

7.12 All examinations shall be conducted in English or Bahasa Malaysia as per the instructions in the examination paper.  

7.13 In addition to the Rule, candidates shall be required to follow any other instructions stated in the question paper, answer booklet and/ or by the Chief Invigilator. Candidates shall at the minimum be guided with the rules provided in Annexure A.  

8.0 Examiners, Moderators, Examination Coordinators and Invigilators  

8.1 [DELETED: NOT RELEVANT FOR CANDIDATE]  

9.0 Pre Examination Activities  

9.1 [DELETED: NOT RELEVANT FOR CANDIDATE]  

9.2 [DELETED: NOT RELEVANT FOR CANDIDATE]  

9.2.1 [DELETED: NOT RELEVANT FOR CANDIDATE]  

9.2.2 [DELETED: NOT RELEVANT FOR CANDIDATE]  

9.2.3 [DELETED: NOT RELEVANT FOR CANDIDATE]  

9.2.4 [DELETED: NOT RELEVANT FOR CANDIDATE]  

9.2.5 [DELETED: NOT RELEVANT FOR CANDIDATE]  

9.2.6 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.0 Key Activities before, during and after Exam Day

[DELETED: NOT RELEVANT FOR CANDIDATE]

10.1 Before Going To Examination Venue
10.1.1 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.1.2 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.1.3 [DELETED: NOT RELEVANT FOR CANDIDATE]

10.2 Prior to Commencement of an Examination (At the Examination Venue)
10.2.1 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.2.2 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.2.3 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.2.4 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.2.5 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.2.6 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.2.7 Once Chief Invigilator is satisfied with the readiness of the venue, usually 15 minutes prior to commencement of exam, candidates are allowed to enter exam venue. Candidates shall immediately be seated according to their respective numbered seat and shall not be allowed to communicate with each other.
10.2.8 Chief Invigilator shall then ensure all the candidates are seated and proceed to make this announcement as per Annexure G (Second Announcement).
10.2.9 Once the time to commence the examination is near, the Chief Invigilator shall declare the commencement of an exam as per Annexure G (Third Announcement).

10.3 During the Examination

Responsibilities and duties of invigilation are listed in Annexure D.

10.3.1 Restroom: In cases of candidate requiring going to the toilet, the Chief Invigilator shall ensure that a male/female invigilator accompanies him/her respectively. Candidate, prior to entering the restroom, shall be required to empty their pockets. Body check permissible provided of the same gender and approval of Chief Invigilator has been obtained. Lapse time for toileting by the same candidate shall be at a minimum one hour unless Chief Invigilator permits upon accessing his health condition.

10.3.2 Absent: Chief Invigilator shall proceed to mark ‘ABSENT’ on the question paper, answer booklet (on remarks column) and also on the attendance sheet marked by the Invigilators if candidate do not show up 15 minutes after exam commencement time. This answer booklet must be collected and placed together with the other answer scripts at the end of the examination.

10.3.3 Candidate is caught cheating / using unfair means: The Chief Invigilator shall collect the evidence and report the incident to EU immediately. The evidence and written statement by the Chief Invigilator and witness (Invigilator) shall be reported in the Chief Invigilator’s report to EU together with the evidence. The candidate...
shall be barred immediately from that examination and subsequent examination in
the same examination session and shall be asked to leave the examination venue
immediately and quietly. Similar action can be taken by Training Dept. if candidate
found cheating / using unfair means during LCA.

10.3.4 Re-entry after leaving exam venue: Candidates who have already left the
examination venue shall not be permitted to enter the venue for whatever purpose
except at Chief Invigilator’s discretion he/she may allow in case that candidate has
missed to collect his personal belongings only, not otherwise.

10.3.5 Supplementary answer sheets: It shall be issued (together with thread) only upon
a candidate having fully used the answer booklet. Any such sheets issued should
be signed and dated by the Invigilator. Candidates shall ensure it is signed –
unsigned sheets may not be accepted by Chief Invigilator. Candidate shall tie the
supplementary answer sheet(s) together with the answer script with the thread
provided.

10.3.6 Candidates asking questions:
10.3.6.1 Any clarification by candidates to invigilators, if the Invigilators are
uncertain of the impact of response shall refer to Chief Invigilator. Any
communication (including whispering) between candidates are not
allowed, and if found such evidence shall be weighed by Chief
Invigilator in considering as using of unfair means by candidate and its
consequences as provided in this Rule. In any event, invigilators shall
not be allowed to divulge any information howsoever resulting to
provide answers to the examination questions.

10.3.6.2 Subject Lecturer(s) shall no longer be allowed to be at exam venue to
provide clarification unless circumstances is
verified by Chief
Invigilator as necessary as otherwise candidates exam result will be
negatively be impacted. Chief Invigilator shall add the nature of this
incident in detail into his/her report apart from notifying EU immediately
of his/her action prior to him/her calling the relevant subject lecturer.

10.3.7 Unbecoming conduct: This includes candidate found talking / noisy whilst
entering exam venue, not adhering to the exam rule or in situ requirement despite
cautionsing by invigilator / MAA / EU.

10.4 At the end of an Exam

10.4.1 Nearing the completion of an examination, the Chief Invigilator shall make the
following announcements chronologically as per Annexure G (Fourth, Fifth and
Sixth Announcement).

10.4.2 Invigilators are to collect the answer scripts, question papers and permitted
reference materials /publications, if any, from the candidates.

10.4.3 Once items stated in Rule 10.4.2 are collected and situation is ready to release the
candidates, Chief Invigilator shall make the following announcement as per
Annexure G (Final Announcement).
10.4.4 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.4.5 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.4.6 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.4.7 [DELETED: NOT RELEVANT FOR CANDIDATE]

10.5 Post Examination Activities

10.5.1 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.5.2 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.5.3 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.5.4 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.5.5 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.5.6 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.5.7 [DELETED: NOT RELEVANT FOR CANDIDATE]
10.5.8 [DELETED: NOT RELEVANT FOR CANDIDATE]

10.5.9 On the first working day of week eight, upon endorsement by Mardep, the results shall be declared on EU Notice Board and by other means of communication where necessary (e.g. to the candidates not being full time at campus the last known address/email in the student profile.)

10.5.10 [DELETED: NOT RELEVANT FOR CANDIDATE]

10.6 Recheck/re-mark of Answer Scripts

10.6.1 A candidate may request for a re-check (or re-mark) with a fee of RM50 per subject.

10.6.2 The process and procedures are as set out in Annexure H.

10.6.3 Outcome of the re-check or re-mark shall be officially notified by EU to the candidate within 3 working days from date of receipt of the request.

11.0 Cancellation and Postponement of Exam

11.1 [DELETED: NOT RELEVANT FOR CANDIDATE]
11.2 [DELETED: NOT RELEVANT FOR CANDIDATE]
11.3 [DELETED: NOT RELEVANT FOR CANDIDATE]
11.4 [DELETED: NOT RELEVANT FOR CANDIDATE]

12.0 Breach of Exam Rule

12.1 The Rule herein shall be complied with accordingly and if there is any clarity required it rests on the person to seek and find out with EU and not to be interpreted for his/her advantage.
12.2 Breach of the Rule by any of ALAM staff who is involved in the exam process as stated in the provisions herein can be issued with a non-compliance notice and clarification sought on why the Rule was breached.

12.3 Breach of the Rule by an exam candidate will enable the Chief Invigilator or MAA to disallow the candidate from sitting that exam only.

13.0 Other Miscellaneous Matters

13.1 This Rule shall be reviewed from time to time. Annexures may be modified by the Office of MAA. Any changes shall be formalized (e.g. in Procedure Manual or QSD templates) and communicated accordingly.

13.2 Any emergencies/health issue relating to any candidates/invigilators during exam shall be dealt with by QHSSE / EU / SAFD / HR and followed-up with a preliminary report by Chief Invigilator or EU representative by email to MAA stating its nature and action taken.

13.2.1 For candidate with such issues, the answer scripts will be collected in the normal process as the exam comes to an end with a note tagged on page one of the answer script of such incident and details of duration candidate was in/out from exam table due to such emergencies/health issues.

13.2.2 For invigilator, the stand-by invigilator will be called in via EU. Alternatively, any available invigilator who can be offered by HoD/superiors. A similar preliminary report to be immediately sent by EU to MAA.

13.3 [DELETED: NOT RELEVANT FOR CANDIDATE]

13.4 Any clarification on the Rule can be sought from EU or MAA.

13.5 This Rule shall be reviewed and updated from time to time by Examinations, Assessments and Qualifications Committee (EAQC) of the Academic Board which empowers MAA to issue an abridged version for examination candidates extracted from this QSD-7.2-5. If there is any conflict with any other documents, this Rule shall prevail.

13.6 Breach of this Rule is appealable to the Appeal Panel Committee. Further guidance from Mardep can be sought where necessary to compliment this Rule.

End of provisions of the Exam Rules. Following pages are for the Appendix segment.
Annexure A
Candidates Key Activities Pre-Exam, During, Immediate and After Exam

Only candidates eligible for an examination shall be allowed into the examination venue for their respective subject(s). Breach of provision shall empower the chief invigilator in consultation with MAA not to permit candidate to sit for the exam.

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<thead>
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</thead>
<tbody>
<tr>
<td>Prohibited to enter the exam venue</td>
<td>Entry with show of ID in an orderly fashion observing silence. No communication between candidates. Seated at dedicated numbered seats.</td>
<td>Upon instruction of Chief Invigilator, to leave the exam venue in an orderly fashion observing silence.</td>
<td>At the 8th week from the last day of an exam session, result can be expected at the EU Notice Board</td>
</tr>
<tr>
<td>Present outside the examination venue at least 30 minutes before an exam</td>
<td>No toileting within the first 30 minutes of exam.</td>
<td>Not to leave behind any of their property.</td>
<td>Re-sit for and exam requires early registration and payment using the PASF form.</td>
</tr>
<tr>
<td>Ready to enter an exam venue 15 minutes before an exam</td>
<td>Display ID on table</td>
<td>Shall not remove any stationary and reference materials provided</td>
<td>No registration allowed if not within three working days before an exam</td>
</tr>
<tr>
<td>Entrance to venue as called upon by Invigilators or EU Representatives</td>
<td>If still in possession of prohibited items immediately to surrender or keep it at designated place.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prohibited items not permitted into exam venue</td>
<td>Using unfair means results in immediate disqualified from the whole exam, exam results prior to and subsequent, if any of the same exam session will be nullified as zero for Pre-Sea and for Post Sea</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Properly attired including cadets from off campus. Punishable pursuant to Code of Conduct.</td>
<td>Permitted items can be used/referred to.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Post-Sea: long or short sleeve shirts tucked in, tie (optional) or his/her employer’s valid corporate shirt, and wearing office shoes.</td>
<td>Blue or black inked pen. Any type of pencils e.g. sketching and plotting.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>T-shirts, short pants &amp; sandals / slippers and any form of jeans are not allowed.</td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Physically disabled or any injury deemed not fit by medical officer to attend a scheduled exam shall be discussed with MAA for exam at alternative venue</td>
<td>Communication amongst candidates prohibited. Observe silence.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>-</td>
<td>No admittance into exam venue after more than half an hour after the examination has commenced</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>-</td>
<td>Can leave exam venue after 50% of the subject being examined has lapsed. Not allowed to re-enter exam venue once left.</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Annexure B
Guideline for Pre Sea Students to Attend Exam during Bad Weather (E.G. Heavy Rain)

1. In case of heavy rain on the exam day, we will endeavor our best to provide transport to ferry cadets from hostel (PACIFIC) to exam venue (e.g. POLARIS) between 8.00 am and 8.30 am for exams commencing at 9.00 am and 1.30 pm to 2.00 pm for exams commencing at 2.30pm.

2. Responsibility and accountability to attend exam on time and make efforts to communicate with Exam Unit or R.O rests on cadet. No excuse will be considered for any delay or non-attendance. This service will be stopped if found to be misused, misinterpreted or taken as an advantage.

3. For further inquiries please contact Examination Unit team and Student Affairs Department:
   a) En. Mustafa bin Yusof (Marine Engineering) H/P: 019-6904917
   b) Pn. Norhayati binti Samsudin (Nautical Studies) H/P: 017-3470425
   c) RO Mohd Yusop bin Jantan (Student Affairs) H/P: 013-3407938

Annexure C
Examiners & Moderators Key Activities Pre- Exam, During, Immediate and After Exam
[DELETED: NOT RELEVANT FOR CANDIDATE]

Annexure D
Invigilation duties and responsibilities during an Exam
[DELETED: NOT RELEVANT FOR CANDIDATE]

Annexure E
Question Paper & Model Solution Submission and Approval Process
[DELETED: NOT RELEVANT FOR CANDIDATE]

Annexure E-1
Attendance Sheet during Meeting Coordinated by Exam Coordinator at Dept. Level and ALAM-Mardep Level
[DELETED: NOT RELEVANT FOR CANDIDATE]

Annexure E-2
Summary of Exam Question Selection with Mardep
[DELETED: NOT RELEVANT FOR CANDIDATE]

Annexure F
Chief Invigilators (CI) & Invigilators (Inv.) Key Activities Pre- Exam, During, Immediate and After Exam
[DELETED: NOT RELEVANT FOR CANDIDATE]
Annexure G
Chief Invigilator’s Announcement to Examination Candidates

Person announcing shall read loudly and clearly capturing the attention of all candidates. Such announcement should vary in its intonation and emphasizing or reiterating key elements to be observed by all candidates. Additional remarks may be mentioned by announcer as deem fit and appropriate.

<table>
<thead>
<tr>
<th>ANNOUNCEMENT BY THE CHIEF INVIGILATOR TO THE EXAM CANDIDATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST ANNOUNCEMENT</strong></td>
</tr>
<tr>
<td><em>(To be announced Chief Invigilator or invigilator at the entrance door when calling the candidates into the exam hall).</em></td>
</tr>
</tbody>
</table>

**PLEASE PAY ATTENTION.**

1. You will sit according to your seat no. Please check your seat no. at the notice board (in front of the hall) before entering the exam hall.
2. You must bring in all belongings into the exam hall and leave them at the back of the hall. Strictly no valuable items including **handphones** in exam venue, if found it will be confiscated. **If there is a loss or damage to these items, you are fully accountable.**
3. You must bring in the student card/ passport/ ic and stationery with you to the exam table.
4. You are not allowed to go to the toilet for the first 30 minutes once you have entered the hall.
ANNOUNCEMENT BY THE CHIEF INVIGILATOR
TO THE EXAM CANDIDATES

SECOND ANNOUNCEMENT
(To be announced after candidates are seated. The announcement must be made very clearly, slowly and to be heard by all candidates including those at the back rows)

Please pay attention. Candidates, please be reminded of the full version of Exam Rules & Guidelines booklet circulated to all candidates via soft or hard copy.

You are hereby warned that using unfair means during the examination is a very serious offence.

Using unfair means include sign language, talking, copying and cheating during the examination. If you are caught using unfair means during this examination you will be disqualified and will be asked to leave the examination venue immediately.

Please check your pockets and pencil box NOW. If you have unintentionally brought in any unauthorized material, please raise your hand and surrender them to the invigilator NOW.

Place the student’s matrix card or I/C or Passport at the front of your desk.

We will distribute the question paper now. You are allowed to read the question paper BUT do not start answering in full or in point form whatsoever. (REPEAT)

THIRD ANNOUNCEMENT
(To be announced about 2 minutes before the commencement)

The question papers have already been placed on your desk.

This is a __________________ hour paper for __________________.

The time now is __________________.

You will stop writing at __________________.

YOU MAY START NOW.
ANNOUNCEMENT BY THE CHIEF INVIGILATOR
TO THE EXAM CANDIDATES

Version 01/2018

FOURTH ANNOUNCEMENT
(To be announced 15 minutes before the examination ended)
e.g. 1045 hours for exam finishing at 1100 hours
1115 hours for exam finishing at 1130 hours
1145 hours for exam finishing at 1200 hours
1615 hours for exam finishing at 1630 hours
1645 hours for exam finishing at 1700 hours

You have 15 minutes left.
Candidates are not allowed to leave the examination hall.

FIFTH ANNOUNCEMENT
(To be announced 5 minutes before the examination ended)
e.g. 1055 hours for exam finishing at 1100 hours
1125 hours for exam finishing at 1130 hours
1155 hours for exam finishing at 1200 hours
1625 hours for exam finishing at 1630 hours
1655 hours for exam finishing at 1700 hours

YOU HAVE 5 MINUTES LEFT
Make sure you have written the necessary particulars on the front page of the examination answer script.
Please arrange and tie your answer scripts together with the supplementary sheets, if any.

SIXTH ANNOUNCEMENT
(To be announced when the examination ended)

STOP WRITING
Please do not leave the examination venue until you are told to do so. Any used or unused answer booklet, supplementary paper etc. cannot be taken out of the examination venue.
Invigilators, please collect the answer booklets, question papers and publications (if any) from the candidates.
REMAIN SEATED AND SILENT WHILE THE INVIGILATOR COLLECTS THE ANSWER BOOKLETS.

FINAL ANNOUNCEMENT
(To be announced when the examination scripts have been collected and are in order)
You may leave the examination venue now, silently.
Do not forget to collect your belongings on the desk and from the back of the hall.
Thank you for your cooperation.
Annexure H
Re-check / Re-mark Answer Script Form

RE-MARK / RE-CHECK OF ANSWER SCRIPT APPLICATION FORM (RASA FORM)

INSTRUCTIONS:
1. Student is required to read Section 5 on PROCEDURE AND PAYMENT prior attending to RASA Form.
2. Please fill up Section 1 and drop it into EU Box located at Certification Unit (CU).
3. Please fill one form per subject. Incomplete form will not be processed.

Section 1

NAME
(Capital Letter)

NRIC/PASSPORT

REG. NO

COHORT/CLASS

EMAIL

CONTACT NO.

NO | SUBJECT CODE | SUBJECT PAPER FOR REVIEW | EXAM DATE & TIME
---|-------------|--------------------------|-----------------
1  |             |                          |                 

Dear Sir,

I wish to request the Examination Unit to facilitate re-check/re-mark of my answer scripts for the above subject.

I have paid the processing fee of RM50.00 per subject (receipt attached).

I agree that ALAM will not reimburse the processing fee if the marks are correct and also in the case of gracing marks being awarded.

________________________
Student's Signature

___/___/___
Date

Section 2

A FOR MANAGER ACADEMIC AFFAIRS

Received on:

Remark:

________________________
Signature & Stamp of MAA

___/___/___
Date

Section 3

B FOR HEAD OF DEPARTMENT

SUBJECT PAPER FOR REVIEW

Previous Examiner
Review Examiner

Previous Mark
Review Mark

Signature of Reviewer's

Reviewer's Comments/Remarks
Please tick (✓):  
☐ APPROVED  
☐ NOT APPROVED  

Remark (If Not Approved):

Signature & Stamp of HOD

Date

ENDORSED BY DTE

Director Training & Education  

Date

Section 4

<table>
<thead>
<tr>
<th>C</th>
<th>FOR EU OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Date Re-check / Re-mark decision received from HOD</td>
</tr>
<tr>
<td>2)</td>
<td>Date notified to student (3 days from item 1)</td>
</tr>
<tr>
<td>3)</td>
<td>All records updated and document scanned</td>
</tr>
</tbody>
</table>

Signature & Stamp of EU Executive

Date

Section 5

PROCEDURE AND PAYMENT

- Request to be made within 7 working days from the date of result officially announced as posted in the Exam Unit Notice Board.
- Candidate will be charged RM50.00 per subject for any request for re-check / re-mark of answer script.
- Candidate requesting for re-mark/re-check to submit RASA Form together with copy of official receipt for the payment of such request.
- Candidate to submit the same to Exam Unit via Exam Unit Box located at Certification Unit (CU)
- Candidate to call Exam Unit and notify the submission.
- Upon receipt of a complete RASA Form, Exam Unit shall submit to the relevant Training HOD within 3 working days.
- Training HOD shall review and response on the request within 14 working days inclusive of DTE’s endorsement.
- Upon receipt of the outcome, Exam Unit shall officially notify candidate within 3 working days. The decision shall remain final.
- The payment can be done by bank-in under Malaysian Maritime Academy Sdn. Bhd. (CIMB Bank Account No: 9800100601103)

Thank you.

Manager, Academic Affairs

Section 6

ADDITIONAL REMARK (if any) e.g from DTE/KE/DAA

Signature & Stamp

Date
Annexure I
Postponement and cancellation of Exam

[DELETED: NOT RELEVANT FOR CANDIDATE]

Annexure J
Interim Guidance on Conduct of Examinations on Weekends/Public Holidays

[DELETED: NOT RELEVANT FOR CANDIDATE]

Annexure K
Examination at Hospital/Clinic or other venue

[DELETED: NOT RELEVANT FOR CANDIDATE]
Annexure L
Eligibility Form to Sit for Repeat Exam

Candidate is required to fill this form in full and get it endorsed by SAFD prior to submission to EU.

AKADEMI LAUT MALAYSIA
ELIGIBILITY FORM TO SIT FOR REPEAT EXAM

Guideline:
1. This form must be completed and submitted in full & complete manner to EU at least 3 days before the commencement of the exam session to enable sitting arrangement and other related exam logistics are ready for the candidate. Failure of non-submission of this form will result in non-eligibility to sit for the exam.
2. Write clearly (in capital letters except email address in its actual form.)
3. Please fill one form per subject.

Section 1

TO: HPNS/HPME  
FROM: EXAM UNIT

BASED ON ORIGINAL RECEIPT ISSUED BY FAD, THIS IS TO CONFIRM THAT THE CADET BELOW HAS MADE PAYMENT FOR HIS/HER REPEAT EXAM:

NAME: _____________________________________  
(As per NRIC/PP)

REG. NO.: ________________________  
NRIC/PASSPORT NO.: ________________________

BATCH NO. & CLASS: ________________________  
SUBJECT: ________________________

CONTACT NO.: ________________________  
E-MAIL ADDRESS: ________________________

RECEIPT NO.: ________________________  
CADET’S SIGNATURE: ________________________

VERIFIED BY EXAM UNIT: ________________________  
DATE: ________________________  
(Signature & Official Stamp)

Section 2

TO: EXAM UNIT,  
FROM: HPNS/HPME

THIS IS TO INFORM THAT THE ABOVE CADET IS (*Please tick "√" accordingly):

☐ *ALLOWED TO ATTEND FOR REPEAT SEMESTER BY JOINING BATCH _________________  
COMMENCING _________________

☐ *NOT ALLOWED TO JOIN FOR REPEAT SEMESTER DUE TO (PLEASE STATE REASONS) _________________

EXAMINER’S NAME: ________________________

SIGNATURE OF EXAMINER: ________________________  
DATE: ________________________

ENDORSED BY HOD: ________________________  
DATE: ________________________  
(Signature & Official Stamp)
Section 3 (NOT APPLICABLE IF CANDIDATE DISQUALIFIED BY HOD)

INSTRUCTION TO CADET TO ATTEND LA/ FINAL EXAM

You are reminded that when you attend the LA and Final Examination, you must portray an image of ALAM’s cadet as following:

1. Wear a full ALAM cadet uniform including epaulette, name tag & no jeans and no handphone into the exam venue.

2. Appearance befitting a cadet officer as following:

   **Male cadet**
   - Short well groomed hair (as per Junior haircut & senior smart haircut) and not coloured
   - Cleanly shaven
   - Not wearing any ornamental accessories (such as ear ring, necklace, etc)
   - No observable body tattoo

   **Female cadet**
   - Covered (Muslim) or well groomed hair and not coloured
   - No excessive make-up
   - No wearing any ornamental accessories (such as ear ring, necklace, etc)
   - No observable body tattoo

3. **WARNING:** If you do not adhere to the above requirements and any provision of the code of conduct, you may not be allowed to take the LA or Final Examination

DECLARATION

I fully understand and will abide to the above requirements. I agree that I will not be allowed to take the LA or Final Examination if I do not conform to the requirements. I have also got this form endorsed by SAFD.

Name* : ___________________________________________

NRIC/Passport No. : ________________________________

Signature : ________________________________________

Date : ______________ ______________________________

**Note:**
* Name in full as per NRIC or Passport.
Original of this Declaration shall be retained by the Examination Unit and a photocopy of the same will be given to the cadet.

Section 4

TO: EXAM UNIT
FROM: HPNS / HPME

**THIS IS TO CONFIRM THAT THE ABOVE CADET IS (**Please tick “√” accordingly):**

[ ] ❌ QUALIFIED TO SIT FOR EXAM; OR

[ ] ✔ DISQUALIFIED DUE TO THE FOLLOWING REASON: ____________________________________________

(any supporting document can be attached)

EXAMINER’S NAME: ___________________________________________

SIGNATURE OF EXAMINER: ___________________________ DATE: ___________________________

ENDORSED BY HOD: __________________________________ DATE: __________________________

(Signature & Official Stamp)
Annexure M
Payment & Submission Form (PASF)

PAYMENT & SUBMISSION FORM (PASF)
OF DOCUMENTS TO EXAM UNIT
(Exam Unit Contacts - Nautical / Engineering Ext: 373/368)
Note: All information to be written clearly in capital letters

Section A: Personal & Exam Related Particulars

Name: 
Mailing Address: 
NRIC / PP No.: Reg. No.: 
Cohort / Class: Contact H/P: 

Subject(s)*: Email ID: 
Sponsorship:__________/Self paid
(Please circle if self paid)

My accommodation arrangement is as follows
I will accept punishment if breach any of the code of conduct and other related rules issued by ALAM
(tick “√” and fill in the blank specifically):

outside ALAM Campus
in ALAM Campus at ____________________________
and I have made payment to _______________________
Receipt No. ______________
and informed Student Affairs Dept. ______________________(Name) on ______________

Signature & Date: __________________________

Section B: Payment

1. Referral Exam
   a) DNS / DME and above: RM 200.00 per subject
   b) A1MC / AMNC / ACSU / ACSC1: RM 200.00 per subject
   c) Other: __________________________

2. Repeat Exam
   a) DNS / DME cadets: RM 230.00 per credit hours
   b) Other: __________________________

3. Re-issuance of Transcript
   a) Semester transcript for DNS / DME cadets: RM 5.00
   b) Academic Transcript for DNS / DME / pre sea students: RM 50.00
   c) Transcript/LOR for A1MC/AMNC/ACSU/ACSC1: RM 50.00
   d) Postage fee: RM 0.00
   e) Other: __________________________

4. Total Payment
   RM __________

FOR FINANCE USE

1. Payment Received
2. Total Amount

CHECKLIST FOR E.U.

1. Check payment received
2. Registered more than 7 working days prior exam

MAA’s RANDOM AUDIT

1. Payment Received
2. Total Amount

Notes:

Payment via internet banking/cash deposits/bank transfer must be made payable to ALAM’s account.

PAYMENT IN MYR

Account Name: PETROLIAM NASIONAL BERHAD
Account No.: 98001000601103
Bank Name: CIMB Bank Berhad

For any enquiries please contact us.
(Exam Unit Contacts - Nautical / Engineering Ext: 373/368)