

**IMPORTANT NOTES: UNDERGRADUATES STUDENTS PHYSICAL EXAM FOR SEMESTER 1 ACADEMIC SESSION 2021/2022**

To ensure that the process of physical exam is safe and in a control manner, TNCA office has provided specific guideline and SOP for the staff and students. The following are guideline and SOP related to the student:

(A) Steps to be taken for contingencies during the face-to-face final examinations:

Grade I (Incomplete) will be considered for any of the following cases:

NO.	CASE CRITERIA	ACTION BY STUDENT	ACTION BY FACULTY
1	<b>Student positive Covid-19 and close contact during exam period (stays off-campus)</b>	Apply for Grade I (Incomplete) to the Dean of the Faculty (requires supporting documents/ medical evidence)	Approve the application of Grade I (Incomplete).
2	<b>Student positive Covid-19 during exam period (In campus-Residential College)</b>	Apply for Grade I (Incomplete) to the Dean of the Faculty (requires supporting documents/ medical evidence)	Approve the application of Grade I (Incomplete).
3	<b>Student that is a close contact to a Covid-19 case (In campus-Residential College)</b>	Apply for Grade I (Incomplete) to the Dean of the Faculty (requires supporting documents/ medical evidence): or	Approve the application of Grade I (Incomplete) or;

**(B) STANDARD OPERATING PROCEDURES (SOP) AND THE CONDUCT OF FINAL EXAMINATION (PHYSICAL) SEMESTER I SESSION 2021/2022 (AASC 104/2021)**

**Examination candidate:**

(a) shall always be reminded to comply with the SOP, especially to maintain physical distancing during the entire period of examination.

(b) registered to sit for the examination of a course will be the only persons allowed to be in the examination center area. Parents or guardians and other persons who are not of examination concerned, are not allowed to enter or wait at the examination center except for examination candidates with specific needs (eg: examination candidate of People with Disabilities)

(c) shall always comply with the physical distancing signs that have been located around the area outside the examination center before and after the examination period.

(d) must go directly to the designated screening counter upon arrival at the examination center to register their attendance using MySejahtera/UMTouch applications, record their body temperature and undergo symptoms screening before waiting to enter their respective examination center. Candidates who have been screened will be given a sticker on the arm and will be allowed to enter.

(e) who will be sitting for the examination at the University's main examination center and shows mild symptoms with body temperature above 37.5 ° C (mild symptoms) will be isolated for a secondary screening and will be examined by a UM Health Clinic medical practitioner to determine the level of symptoms before being allowed to sit for the final examination. The head of Head of Exam Section must be informed if there are candidates with such symptoms.

(f) who will be sitting for the final examination at the PTj Academic examination center and shows mild symptoms with body temperature above 37.5 ° C (mild symptoms), will be isolated for a secondary screening and will be examined by the respective PTj Academic Control Officer and report the level of symptoms to the UM Health Clinic medical practitioner that is on standby before being allowed to sit for the final examination. The Chief Invigilator and the Head of Exam Section must be informed if there are candidates with such symptoms.

(g) who shows mild symptoms are allowed to sit for the examination will be isolated and placed in a Special Room determined by the Head of Exam Section or PTj Academic of concerned.

(h) will be briefed on the SOPs that must be complied on each day of the examination by the Chief Invigilator at the respective examination centers.

(i) is not allowed to gather or assemble in any area inside or outside of the examination center to avoid 3S (Crowded, Narrow and Close Chat) before or after the examination period.

(j) shall comply with the directed or one-way movement routes plan as labelled to guide their movement and the entrance to their respective examination centers.

(k) shall enters the examination center/location in compliance with physical distancing.

(l) shall sanitizes their hands using the hand sanitizer before being allowed to enter the examination center.

(m) compulsory to wear a face mask during the examination and the wearing of a face shield is encouraged. Examination candidates are only allowed to remove the face mask during the purpose of confirming their attendance by the Chief Invigilator/Invigilator of the Examination or any officer identified by the University/ PTj Academic

(n) shall place their mobile phones in a plastic bag that will be provided by the University, tied and placed on the floor under their respective desk.

(o) is not allowed to smoke cigarettes/vape in any area in the building and/or examination center and the entire campus of the University of Malaya.

Thank you

**DEPUTY DEAN (UNDERGRADUATES STUDIES)**  
**FACULTY OF ENGINEERING**