



# EXAMINATION'S GUIDELINE

#### **CREDITS**

**Examination's Guideline** is an initiative of Examination Unit, Langkawi Tourism Academy @ Kolej Komuniti Langkawi. This guideline consists of requirement to sit for final examination. It is hoped that this guideline will be a valuable reading reference in ensuring all students to be more attentive with rules and regulation during examination.

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### REQUIREMENT TO SIT FOR FINAL EXAMINATION

Student are required to fulfill these criteria before being allowed to sit in any examination:

- Registered for the semester
- Registered for the course
- Attended not less than 80% of the class hours unless have been given permission to do so by Deputy Director (Academic Affairs)
- For those who missed the class due to medical reason, valid Medical Certificate (MC) must be presented.
- Medical Certificate from Private Medical Practitioner is limited to two-days sequential and not more than eight-days for each semester/ module

### ATTENDANCE DURING EXAMINATION

Student ARE REQUIRED TO ATTEND and sit for examination for every course which required them to do so, unless;

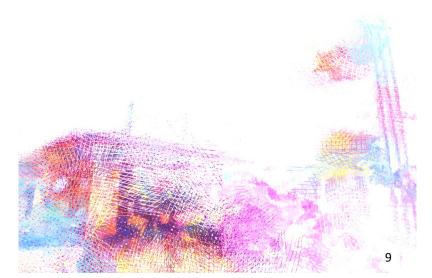
- Having written approval from the Director of Academy; or
- Having reasonable excuse for the absent and the student shall forthwith inform in writing to the Director of Academy and obtain written approval thereof.
- Student who are detained from sitting for examinations by Deputy Director of Academic Affairs (TPA) may abolish the overall assessment score for the course.
- Student who are not able to sit for the final examination due to sickness certified by Medical Officer of a public hospital; or death of parent / guardian / husband / wife / child may be granted a special examination with the approval of the Director of Academy.

### **RULES AND REGULATION DURING EXAMINATION**

- 1. Candidates are required to be outside the examination hall / room 15 minutes before the exam.
- 2. Candidates are prohibited from entering the examination room hall until they are asked to do so.
- Candidates who are late MORE THAN 30 MINUTES after the examinations initiated will not be allowed to get into the examination hall / room and so can not sit for the examination of the course.
- 4. Candidates are PROHIBITED from bringing in any electronic devices except those permitted.
- Candidates are required to bring STUDENTS CARD AND FINAL EXAMINATION'S SLIP.
- Candidates are required to wear clean, neat and proper (not tight, short or rare) clothing. Candidates are prohibited from wearing slippers, jeans, T-shirts, hat. (REFER PAGE 3 AND 4 FOR CANDIDATE DRESS CODE).
- Candidates may not bring in or bring out the examination hall/room any books, papers, documents, equipment, gadgets or pictures except as allowed by the Invigilators.
- 8. Candidates are prohibited from EATING or DRINKING in the examination hall/room.

- After entering the examination hall/room the candidate shall sit at the designated place.
- Candidates are not allowed from opening any question papers that have been distributed before being ordered to do so.
- Candidates must ensure that they have received the correct and perfect question paper.
- Candidates can only answer the question paper when being ordered and are required to stop answering when asked to do so.
- Candidates are PROHIBITED to imitate, attempt to imitate or impersonate in any way during the examination.
- 14. Candidates shall not be permitted to receive any books, papers, documents, photographs or any other materials with written entries from anybody during the examination hall / room except from the Examination's Invigilators.
- 15. Candidates may not refer and use any reference materials prohibited inside or outside the examination hall / room for examination requirements during the examination.

- 16. Candidates are prohibited from making any act that may interfere with other candidates and smoothness of the examination.
- Candidates are prohibited from leaving the examination hall/room within 30 minutes of the examination and 15 minutes before the examination end.
- 18. Candidates shall sit in their seats after completion of the examinations and can only exit the examination hall / room after obtaining instructions from the Head Invigilator.



### STUDENT'S DRESS CODE





### STUDENT'S DRESS CODE





### **VIOLATION OF REGULATION**

### Penalty for Breaking Examination Rules & Regulations

The following sentence was decided and certified by the LTA Examination Committee.

- Case of imitation, attempt to imitate or impersonate and other case:
  - ⇒ The student's overall assessment of the course will be ELIMINATED.
- The abolition of the assessment of the course means a grade that has been granted to a student will be withdrawn because it is found guilty of breaching the rules of this examination.
- The student will be given:
  - $\Rightarrow$  Grade F (point value = 0.00)

#### APPEAL OF THE PUNISHMENT

Students are entitled to submit an appeal through the College Director to be considered by the Academy Examination Committee within TWO (2) weeks from the date of the sentence.

### **EXAMINATION'S RESULT**

Students are entitled to submit an appeal through the College Director to be considered by the Academy Examination Committee within TWO (2) weeks from the date of the sentence.

### **DETENTION OF EXAMINATION RESULT**

- The result might be detained for students who do not meet the requirements of a program and other conditions set by the Academy, until they meet those requirements.
  - ⇒ Examples those do not paid the tuition fees, miscellaneous fees, dormitory fees etc.
- Students who DO NOT HAVE CREDIT LANGUAGE during (SPM) are required to sit the National Language in the second semester.
- Distribution of marks.
  - ⇒ Continuous Assessment (PB) (60 marks) + Final Evaluation Scores (PA) (40 Marks)
  - The pass requirements for each subject are 50 marks (grade C) (PB + PB)

MARKS	GRADE	GRADE POINT	GRADE STATUS	
80 - 100	Α	4.00	EXCELLENT	
75 - 79	A-	3.67	VERY GOOD	
70 - 74	B+	3.33	GOOD	
65 - 69	В	3.00		
60 - 64	B-	2.67		
55 - 59	C+	2.33	PASS	
50 - 54	С	2.00		
47 - 49	D+	1.67		
44 - 46	D	1.33	MARGINAL PASS	
40 - 43	D-	1.00		
0 -39	F	0.00	FAIL	

- CCA, CFB, CRD, CRT & DHT students who are required to RESIT an examination, MUST ATTEND the examination. If you are absent during the RESIT, you are considered FAIL the subject.
- CASE OF SUCCESSIVE REPEAT Students are allowed to repeat one time only a module. After failing two times the same module, students are TERMINATED from their study at the Academy.
- REPEAT LIMITATION Students having to REPEAT MORE THAN 2 MODULES are not allowed to progress to the next semester and are required to REPEAT THE ENTIRE SEMESTER.

