



**KEMENTERIAN
PENDIDIKAN
MALAYSIA**



**LANGKAWI TOURISM ACADEMY
@ KOLEJ KOMUNITI LANGKAWI**

EXAMINATION'S GUIDELINE

EXAMINATION UNIT

LANGKAWI TOURISM ACADEMY

@ KOLEJ KOMUNITI LANGKAWI

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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Jalan Pantai Cenang,

Mukim Kedawang

07000 Langkawi,

Kedah

MALAYSIA

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EXAMINATION'S GUIDELINES
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LANGKAWI**

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REQUIREMENT TO SIT FOR FINAL EXAMINATION

Students 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.
3. 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.
5. Candidates are required to bring **STUDENTS CARD AND FINAL EXAMINATION'S SLIP**.
6. 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)**.
7. 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.

9. After entering the examination hall/room the candidate shall sit at the designated place.
10. Candidates are **not allowed from opening any question papers** that have been distributed before being ordered to do so.
11. Candidates **must ensure** that they have **received the correct and perfect** question paper.
12. Candidates can only **answer** the question paper **when being ordered** and are required to **stop answering** when asked to do so.
13. 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.
17. 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



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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:
 - ⇒ **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	A	4.00	EXCELLENT
75 - 79	A-	3.67	VERY GOOD
70 - 74	B+	3.33	GOOD
65 - 69	B	3.00	
60 - 64	B-	2.67	PASS
55 - 59	C+	2.33	
50 - 54	C	2.00	
47 - 49	D+	1.67	MARGINAL PASS
44 - 46	D	1.33	
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**.



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Jalan Pantai Cenang,
Mukim Kedawang
07000 Langkawi,
Kedah
MALAYSIA

Tel: 04-955 5909

Faks: 04-955 8909