L-Università ta' Malta

(a) IMPORTANT NOTICE REGARDING EXAMINATIONS HELD ON CAMPUS IN MALTA AND GOZO

FOR THE ATTENTION OF UNDERGRADUATE STUDENTS

PLEASE READ CAREFULLY

1. Students are advised to **check carefully beforehand the published time-table for the date, time, and venue of all their examinations.**

2. Students are reminded that they are to **be seated in the examination room at least 10 minutes before the start of the examination**, as directed by the invigilators. **In the case of WISEflow on Campus Examinations (WFOC) as well as Computer-Assisted Examinations (CAE), students should be at the venue 30 minutes prior to the start of the examination**. Notices outside the examination building will indicate the examination hall for students, on a surname basis (e.g. Hall 1: A-C, Hall 2: D-F etc). At the actual venue, students will be directed to the desk assigned for them.

3. **Students should bring with them their national or University identification card.** They are required to place such cards on their desk for the duration of the examination.

4 Students are reminded that five minutes **Reading and Noting Time** are being added to the duration of the examination. There are no restrictions, and students are allowed to **start answering questions** even during these 5 minutes

5. **Students shall not be allowed into an examination room after the first 30 minutes**. It is of paramount importance that students refer to the final version of the published timetable and be aware of the exact time of their examinations, and to make sure to reach the examination location in good time.

6. **Students are not allowed to leave** the examination room, whether temporarily or permanently, **during the first thirty minutes and the last ten minutes of an examination**.

7. Students may not, **unless expressly stated in the rubric of the examination paper**, bring into the examination room any books, dictionaries, notes or any other printed or written matter or any other form of recorded matter (including mp3/mp4 players), any blank paper or any blank recording material, any pencil case or similar receptacle, any electronic device for mathematical calculations or any electronic data processor.

8. **Under no circumstances should students keep mobile phones, tablets, smart watches (including health and fitness watches), programmable calculators, laptops or similar equipment on their person or their desk**, whether switched on or not or any other devices, during examinations (including during the reading and noting time). Such equipment should be switched off and placed in bags or handed over to the invigilators **BEFORE** the commencement of the examination. **Disciplinary action, including the possibility of cancellation of the examination, will be taken if students are found to be in possession of any such device, even if switched off, during examinations.**

9. Students shall **not** during any examination, by any other improper means whatsoever, **obtain or seek to obtain advantage in an examination**, or give or endeavour to give assistance to other students.

10. **Writing on the hands** or **anywhere else on the person or clothing (whether written before or during the examination time)** is strictly not allowed.

11. **Students are warned that the University does not tolerate cheating or attempts at cheating in examinations. Students who are found guilty of a breach of the University Assessment Regulations are liable to disciplinary action which may result in an examination being cancelled and other disciplinary action, including dismissal from the University.**

    The University Assessment Regulations, indicating the penalities that may be applied, can be viewed here.

Dr Colin Borg
Academic Registrar

L-Università ta' Malta

(b) IMPORTANT NOTICE REGARDING ABSENCE FROM EXAMINATIONS HELD IN MALTA AND GOZO

FOR THE ATTENTION OF UNDERGRADUATE STUDENTS

READ CAREFULLY

In terms of the General Regulations for University Undergraduate Awards, 2019, students who absent themselves from supervised written examinations are **not** required to provide a medical report or evidence of a valid reason for absence **except**:

(i) at the fourth (final) assessment opportunity of a study-unit (normally as a referred study-unit at the September Assessment Session of the year to which the study-unit has been referred);
(ii) at any assessment opportunity of a synoptic study-unit.

Where a valid reason must be presented, in case of illness, claims of a valid reason to justify an absence or medical reports shall be considered by a board appointed by Senate and (a) if the reason for absence is considered valid, Senate May allow the student to take the assessment at the next Assessment Session at which it is next scheduled, under the same conditions, first sit or as resit; or (b) if the reason for absence is not considered valid or if the evidence provided is not considered sufficient, Senate may declare a student to have definitely failed the missed assessment/s; or (c) any other action considered necessary or appropriate.

Notification of absence should be made to your Faculty/Institute/Centre/School Office by phone by **NOT LATER THAN ONE HOUR AFTER THE COMMENCEMENT OF AN EXAMINATION**.

In the case of illness, students are to submit a Medical Report. This Medical Report should be filled in legibly. Medical Reports issued by a family member of the student or National Insurance medical certificates or pre-printed certificates for the purpose of exempting pupils from attending school or medical certificates in the form of a letter are **NOT** acceptable for this purpose. Only medical reports written by medical practitioners who are **certified** and **practising** in Malta are accepted.

Medical Reports which do not state the reason for absence are not acceptable (i.e. it is not enough for the report to state that the student was sick or unwell on a certain date).

The Medical Report, together with any other documents in support of the request, must be presented to the Faculty/Institute/Centre/School Office within **24 hours from the commencement of the examination**. If the student is ill and cannot submit the medical within 24 hours, the student may email the medical report to the Faculty Manager or Officer in Charge, and after recovering from the illness, the student needs to submit the original medical report. A receipt will be issued by the Officer receiving the documents.

If the medical condition is: a psychiatric/mental health issue, a certificate by a psychiatrist is required whereas in case of a personal trauma/issues, a certificate by a warranted psychotherapist or warrant counsellors is required.

Students who attend for an examination but feel ill after the examination paper has been distributed and decide to discontinue their examination will be considered as having sat for the examination. Should they decide to leave the examination venue, they will be awarded marks for any work done, as appropriate. Should you feel unwell on the day of the examination, it is advisable not to attend for the examination and this will be considered as a missed opportunity. Depending on the number of credits missing at the end of the academic year, students may be progressed conditionally to the following year or may be required to repeat the year or take an extension year in terms of the applicable regulations.

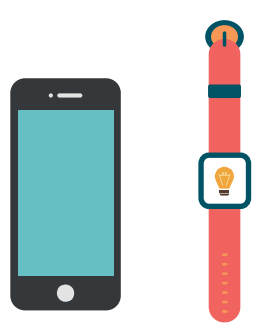
Dr Colin Borg
Academic Registrar

L-Università ta' Malta

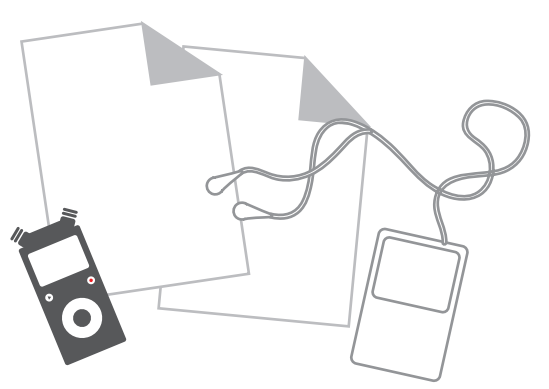
Office of the Registrar
University of Malta
Msida MSD 2080, Malta

(C) The following items are **not allowed** in the examination room*

Books
Dictionaries
Notes

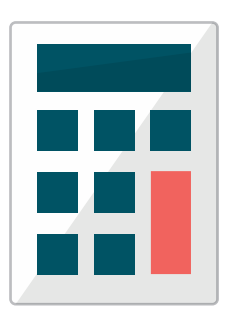


Mobile phones
Smart phones
Smart watches
including health and
fitness smart watches



Blank paper
Recording material
MP3/MP4 players

Pencil case
(on desk)



Calculator or
electronic data processor

Laptops
Tablets

*unless authorised