

Memorandum

To: All Students

Re: Examination Rules

Dear students,

The following is a set of guidelines for all upcoming exams in Reliance College. We trust that these guidelines will be strictly adhered to as they will be upheld by the college without fear or favour.

1. Exam Registration.

- a. Only students registered with the college and hold a valid examinations docket will be allowed to sit for the exams.
- b. The Semester Examination will be held at the end of every semester and the resit exams will be held at the beginning of the following semester.
- c. The examinations docket will be issued to students by the Examination Department at the end of the 13th week of each long semester and at the end of the 6th week for the short semester.
- d. Students who fail to meet the eligibility requirements to sit for the exams will not be issued their examinations docket.

2. Eligibility

For a student to be deemed eligible to sit for the exams, the following conditions must be met:

- a. The student has met the minimum required attendance as set forth by the college
- b. The student has completed, submitted and met the minimum passing marks for the entire coursework, which may include:
 - i. Mid-term exams
 - ii. Individual and/or group assignments
 - iii. Oral or written presentations
 - iv. Quizzes
 - v. Practical and/or skills-based assignments
 - vi. Field trips and accompanying reports
 - vii. Any other forms of tests and/or assignments set by the subject lecturer
- c. If any of the above coursework components is not fulfilled by the student, a mark of Non-Submission (NS) will be awarded.
- d. Any and all outstanding fees is fully settled.

3. Withdrawal from Examination

- a. Students who are unable to sit for the examination due to unavoidable circumstances may apply to withdraw from the upcoming examination, subject to approval from the academic administration board.
- b. Any withdrawal application **MUST** be accompanied by supporting documents.
- c. Circumstances may include but not necessarily be confined to:
 - i. Medical and health reasons with certified documentation from the health provider.
 - ii. Passing of a close relation, to be attached with a copy of the necessary certificate
 - iii. Any unusual or extraordinary circumstance out of the control of the student

- d. Situations that will not be considered valid and reasonable may include but not necessarily be confined to:
 - i. Student not academically and/or mentally ready for the exams
 - ii. Any vacations or holidays planned beforehand (Please check semester schedule at the start of the semester to be sure of the exam dates)
 - iii. Transportation issues
 - iv. Unable to wake up and make it on time

4. Examination Attendance

- a. Should any student fail to attend the final examination without valid reasons, that student will automatically be awarded an “F” grade.
- b. An appeal may be granted should the student provide a valid reason and if that reason is accepted by the academic administration board, a resit will be arranged in the following semester.
- c. The appeal must come in the form of an official letter addressed to the Principal of the college no later than 3 working days after the day of the exam(s). Any appeal received later than that will not be entertained.
- d. Students must attend the exams and pass both the coursework **AND** exams for their final grade to be taken into consideration and tabulated.

5. Results Appeals Process

- a. A student may apply for an appeal should the grade be an “F” and that is not what the student was expecting.
- b. The appeal form must be filled out and submitted along with the fee payment no later than 3 days after receiving the results.
- c. A non-refundable fee of RM200 must be paid and it must be accompanied by a duly filled appeal form before the appeal process can begin.
- d. The appeal process may take up to one (1) week before the result can be made known.
- e. The result of the appeal is final and no further appeals will be entertained thereafter.

6. Dress Code

- a. Students are to observe the college dress code at all times and the following items may be deemed inappropriate and result in the student being prevented from entering the exam hall:
 - i. Baseball caps, hats or any other headwear except for official and/or religious purposes.
 - ii. Singlets, spaghetti straps, tank tops, low-cut dresses or any item of clothing that is too revealing.
 - iii. Torn jeans, shorts, mini-skirts or any item of clothing that is too revealing.
 - iv. Slippers, flip-flops and any other informal footwear.
 - v. For a visual guide on accepted wear, please refer to the college notice boards.