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Prince of Songkla University's Announcement

Students' Examination Rules and Regulations

To conduct student examinations smoothly and accordingly to the same standard, the Board of Administration in Academic Affairs, following the 61st meeting (15/2015) on Wednesday 2nd of December 2015, resolved to set rules and regulations for the examination as follows:

1. Notes for Invigilators

1.1 Invigilators check the available timetable published, which includes the date, time, and venue of each examination.

1.2 Invigilators report and collect the examination papers from the Registry at least 30 minutes prior to the start of the examination.

1.3 In the examination room, invigilators must check the following documents;

- 1) Students' name list according to the examination room
- 2) Invigilators' report form
- 3) Examination question papers and answer sheets according to the number of students, plus two extra papers for small-sized rooms and three to five for large-sized rooms
- 4) Examination schedule

1.4 Invigilators set question paper in accordance with the provided seating plans, which must be posted outside the examination room for students to check before entering.

1.5 Before entering the examination room,

1) Students are required to bring their University ID card. In case of a dilapidated University ID card, students are allowed to present any authorized ID card. Those who fail to show their ID will not be allowed to take the examination.

2) Students must wear proper University uniforms.

3) Students must bring their own pens, pencils, rulers, and any other equipment allowed for that particular examination.

4) Students must check for any unpermitted belongings to prevent disciplinary actions against them.

5) Additional materials (e.g. jacket, smartwatch) may only be used if issued by invigilators.

6) Mobile telephones must be turned off at all time

7) Valuable items may be placed under the student's chair or left at the area reserved for storage of personal items for the duration of the examination. No items should be touched during the examination, or it will be regarded as a disciplinary offence.

8) Any student wishing to leave the examination room temporarily should raise their hand to request permission from an invigilator. Students permitted to leave the room will be escorted by an invigilator and recorded on the form.

1.6 Students are not permitted to leave an examination during the first 30 minutes.

1.7 Students who arrive late are admitted to an examination room during the first 30 minutes of an examination. No additional time will be given.

1.8 Invigilators announce the examination duration and encourage students to follow the directions stated in the examination paper carefully.

1.9 Invigilators announce when there are thirty minutes left and again when there is five minutes left.

1.10 At the end of an examination

1) Invigilators will instruct students to stop writing. Students must return the examination paper to an invigilator and are permitted to leave.

2) Invigilators collect all the examination papers back.

3) Invigilators check the answer sheets according to the number of students.

4) Invigilators will be required to complete a report form on the conduct of each examination for submission to the Registry.

5) Invigilators collect all examination papers and answer sheets back to the correct envelopes.

6) No examination question paper, answer book, or part of an answer book, whether used or not, may be removed from the examination room.

7) Any authorized notes must be left in the examination room unless informed otherwise by the course instructors.

1.11 Invigilators must return the examination papers to the Registry.

1.12 Cheating in examinations

1) Attempts to cheat without proof will result in a warning by an invigilator. Any further attempts will automatically be assumed that cheating has taken place and the consequence will be the same as attempts to cheat with proof.

2) Attempts to cheat with proof are as follows:

- Invigilators gather evidence. All invigilators and the student sign the notice form.
- Invigilators put a red cross at the head of the examination paper and/or answer book.
- The student continues on the examination progress.
- Invigilators complete a report form.
- Invigilators write 'Cheating' at the end of the student's name in the attendance slip.
- Gather all the documents and evidence to the specific faculty/department followed by the head of examination and the course instructor.

1.13 Invigilators are required to set their mobile telephone in the silent mode at all time.

1.14 Invigilators who cannot perform as scheduled are required to compose a memorandum for invigilator rearrangement one day prior to the examination date.

1.15 Invigilators should dress politely.

1.16 Cancellation of the examination due to any abnormal circumstances must be requested by the faculty/department.

2. Students' guide to examinations

2.1 Undergrad dress code

1) For male

- non-patterned, white shirt tuck in trousers
- dark, polite color trousers
- black or brown leather belt with the University badge
- non-patterned, dark shoes with dark socks (no slippers)

2) For female

- non-patterned, white upper elbow length well-fitted shirt with thick-enough fabric and the University buttons tuck in skirt
- dark, non-patterned, thick fabric skirt with not above knee slit
- black or brown leather belt with the University badge
- non-patterned, dark or white shoes (no slippers)
- exemption applied for religious reasons with the following rules
 - white, non-patterned, thick hijab with the University badge pin
 - non-patterned, well-fitted, thick fabric, white shirt that covers the hip or two inches from the knees with the University buttons
 - ankle-length, dark, non-patterned, thick fabric skirt
 - non-patterned, dark or white shoes with white socks

2.2 Graduates are required to dress politely.

2.3 Those who fail to dress according to item 2.1 and 2.2 will be asked to leave the room, dress accordingly, and return to the examination room within the time specified in item 1.7.

2.4 Students who cheat in examinations will receive the penalties regarding the University's Rules and Regulations for Tertiary and the University's Rules and Regulations for Students' Disciplines.

2.5 The mitigating circumstances regulations and procedures may be applied for the cases (e.g. accidents, serious illness or death of a member of your immediate family, and/or medical matters

Guide to the University's mitigating circumstances procedures

1) Notify your faculty/department within 30 minutes prior to the start of the exam. Further consideration will take place.

2) Use a mitigating circumstances form which can be downloaded at <http://www.phuket.psu.ac.th/registra> under the topic 'Download Form' or get a hard copy at the Registration Office and process as following;

- Submit the form and appropriate documentary evidence to substantiate the claim of mitigating circumstances that you make on your form to the specific faculty/department on the day following the examination date.
- The form and appropriate documentary evidence are signed by the student's advisor.
- The form and appropriate documentary evidence are signed by all course instructors.
- Submit the form and appropriate documentary evidence to the Registration Office within 7 days after the examination date.
- For the reason of illness or accidents, students must include a medical report which explains precisely **when** from a hospital (The Board will not consider any medical report produced by any clinic).
- Consult the Registration Office Tel. 0 7627 6023-27

Announced for public acknowledgement

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(Signature)

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