

EXAMINATIONS

examinations@curtin.edu.my

Examinations Date & Results

Date ???? (check from your academic calendar)

- Exact date *to be advise* (TBA) on the final timetable

Results released ??? (check from your academic calendar)

- check your results from **MOODLE** after **5pm!!**

Examinations Timetable

- Curtin Miri website
- Draft timetable - 6 weeks before the exams
- Final timetable – 4 weeks before the exams
- Final timetable will include date, time, day and venue of exams.
- Students are NOT allowed to change the time of their exams.
- Make sure you have checked your **enrolment** through SSD to ensure you sit for the right exams.
- You are only allowed to sit for exams that you are enrolled in.

Examinations Conduct

- You must present your student ID card to sit for examinations. **NO ID NO ENTRY!**
- All mobile phones **MUST** be switched OFF (including alarm)
- Penalties:
 1. **RM100 – possession of handphone**
 2. **RM25 – wrong venues**
- If you are unable to sit for the exams due to medical reasons, get a Medical Certificate and Doctor's report and submit it together with an application for deferred assessment form to Exams office within 7 days of the exams.

Examinations Status

■ Good Standing

- SWA \geq 50%
- Student are allowed to re-enrol into the next semester

□ Conditional (Student at Risk)

- SWA $<$ 50%
- Failed core units/ $>$ 50% of the units enrolled
- Student is permitted to re-enrol in the subject under conditions determined by the BOE

■ Terminated

- SWA $<$ 50%
- Been on conditional/failed a core unit twice
- Students are not permitted to continue in the course

Supplementary Examinations

- You are granted a supplementary exams if your results has an 'X' grade (instead of 'F')
- Only the Board of Examiners may grant a Supplementary Examination/Assessment.
- EMAIL notification on supplementary
- Supplementary Timetable will be published on Curtin Sarawak website.
- It is your responsibility to check the finalised Supplementary Exams Timetable on the website.
- **No appeal for supplementary exams**

Deferred Examinations

- Take note that deferment of examination is NOT automatic.
- You may apply to defer an examination if there were circumstances outside your control.
- Take note that a deferment will only be granted by the BOE and it will depend on your overall results.
- You will receive a 'DA' grade on your results if your defer application was approved by the BOE. It is your responsibility to check your results from MOODLE to know this outcome.

Equity Examinations

Disability or Medical reasons

- Arrangement to be made through University Counselor 2 weeks before commencement of final exams

Religious reasons

- Arrangement to be made through Exams Office 2 weeks before commencement of final exams

Formal Appeal Proceedings

Against Assessment

- Appeal should be made in writing within 10 working days.
- Appeal online

Against Termination

- Appeal should be made in writing within 20 working days to Examinations Office at Bentley

For further information please refer to the website

Academic Misconduct

- A result for a unit can be annulled due to misconduct such as cheating or plagiarism.
- Take note that academic misconduct is a very serious matter.
- If the student was found guilty under Statute 10, an ANN grade will be applied.
- An annulled result (ANN) will remain in the students academic record for at least 6 months.

Full Academic Transcripts

- You will received one complimentary copy upon completion of the course
- ✿ SSD no longer produce semester transcripts

Contact Us

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