



**L-Università
ta' Malta**

STUDENT SERVICES OFFICE

Ġ.F. Abela Junior College

Ġużè Debono Square
Msida MSD 1252, Malta

Tel: +356 2340 7150
administration.jc@um.edu.mt

www.jc.um.edu.mt

Students Conduct: End-of-Year Examinations
Applicable to both June and September sessions

1. Students are advised to check carefully beforehand the published time-table for the correct date, time and venue of all their examinations.
 2. Students are reminded that they are to be seated in the examination room allocated at least 10 minutes before the commencement of the examination. Students are reminded that five minutes 'Reading and Noting Time' are being added to the duration of the examination. Students are allowed to start writing on the examination script even during these five minutes.
 3. Students should place their ID Card / Passport on the desk assigned to them for the examination. No student will be allowed to sit for the End-of-Year Examination without any form of identification.
 4. Students will not be allowed into the examination room after the first 30 minutes from commencement of the examination.
 5. No student will be allowed to leave the examination room, whether temporarily or permanently during the first 30 minutes of the examination or during the last 10 minutes of the examination.
 6. Students may be allowed to leave the examination room temporarily after the first 30 minutes from commencement of the examination and before the last 10 minutes of the examination provided students are duly supervised and that the time spent outside the examination room is logged.
 7. Students shall not directly or indirectly give assistance, or seek to accept assistance from any other student.
 8. Writing on the hands or anywhere else on the person or clothing (whether written before or during the examination time) is strictly not allowed.
 9. Before commencement of examinations, mobile phones, tablets, programmable calculators or smart watches should be turned off and kept in students' personal bags. Mobile phones are NOT
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allowed in students' pockets. Students caught carrying a mobile phone will be considered as having unauthorized material and thus will not be given a mark for the examination.

10. Students are NOT allowed to bring into the examination room any written or printed material, blank paper, electronic devices for mathematical calculations or electronic data processor unless expressly permitted by the examiner/invigilator. During examinations, pencil cases should be kept under the desk. The University of Malta Junior College takes a very serious view of any cheating or attempts at cheating during examinations. Disciplinary proceedings are undertaken in all cases reported.
 11. Each student will be provided with one or more examination booklets which must be filled in accordance with the directions printed on the cover of the booklet. NO part of the examination booklet should be torn off. NO examination booklet or part thereof may be taken outside the examination room. Students should write their Index Number on all examination booklets during the End-of-Year Examinations. Do not indicate your name on the examination paper or booklet.
 12. Should students be absent for the June Session for a reason considered by the Junior College to be valid and beyond their control, students may be allowed to sit for all the End-of-Year Examinations as a first sit in the September session or to sit the missed examination/s under first sit conditions in September.
 13. Students who absent themselves from any examination are required to inform the Manager on telephone number 25907150 by not later than ONE HOUR after the commencement of the examination. In the case of absence due to illness, representatives for candidates should present a written letter by a Medical Practitioner addressed to the Manager, specifically stating for which subject/s and the reason why the candidate could not sit for that examination/s. This letter should reach the Student Services Office (Room B207) at the Junior College within 24 hours. Blue medical certificates issued by the Department of Social Services for the purpose of exempting students from sitting for the End-of-Year Examinations will **NOT** be accepted.
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