



FINAL EXAM SCHEDULE

WEEKDAYS

JANUARY – MARCH 2025

DATE	TIME	HOURS	SUBJECTS	VENUE
MONDAY 17 TH MARCH 2025	9:30 AM – 12:30 PM	3	TAXATION 1	PERIDOT
		3	FINANCIAL ACCOUNTING 1	
		3	WEB DESIGN & PUBLISHING	
WEDNESDAY 19 TH MARCH 2025	9:30 AM – 12:30 PM	3	MANAGEMENT ACCOUNTING	PERIDOT
		3	COMPUTER ESSENTIAL	
		3	COMPUTER ARCHITECTURE	
THURSDAY 20 TH MARCH 2025	9:30 AM – 12:30 PM	3	ORGANIZATIONAL BEHAVIOUR	PERIDOT
		3	APPRECIATION OF ETHICS AND CIVILIZATION	
	1:30 PM – 4:30 PM	3	MAINSTREAM ENGLISH	
SUNDAY 23 RD MARCH 2025	9:30 AM – 12:30 PM	3	HUMAN RESOURCE MANAGEMENT	PERIDOT
	1:30 PM – 4:30 PM	3	INTRODUCTION TO MULTIMEDIA	
MONDAY 24 TH MARCH 2025	9:30 AM – 12:30 PM	3	INTRODUCTION TO BUSINESS	PERIDOT
		3	PRINCIPLES OF MARKETING	
	1:30 PM – 4:30 PM	3	PREPARATORY ENGLISH	

EXAM RULES AND REGULATIONS

1. GENERAL RULES

- 1.1 All students must bring their official student ID card to be allowed entry into the examination hall.
- 1.2 Students must be present at least **10 minutes** before the scheduled exam time. Latecomers will not be given extra time.
- 1.3 No student will be allowed to enter the examination hall **30 minutes** after the exam has started.
- 1.4 Mobile phones, smartwatches, and any other electronic devices are **strictly prohibited** inside the examination hall.
- 1.5 Students must ensure they have all the necessary writing materials (pens, pencils, erasers, rulers, etc.). Sharing of materials is not allowed.
- 1.6 Communication between students during the exam is strictly prohibited. Any attempt to do so will be considered cheating.
- 1.7 Students must follow the instructions given by the invigilators at all times.

2. EXAMINATION CONDUCT

- 2.1 Students must remain seated throughout the examination unless permitted to leave by an invigilator.
- 2.2 If a student wishes to leave the examination hall temporarily (e.g., for restroom use), do ask the invigilator permission.
- 2.3 Cheating, copying, or attempting to gain an unfair advantage in any way will result in **immediate disqualification** and disciplinary action.
- 2.4 Any disruptive behaviour will lead to removal from the examination hall and possible disciplinary action.
- 2.5 Students must write their names and student ID numbers clearly on the answer sheets.

3. MATERIALS AND PERMITTED ITEMS

- 3.1 Only approved materials such as pens, pencils, rulers, and calculators (where allowed) may be brought into the examination hall.
- 3.2 Any unauthorized materials found in a student's possession will be confiscated, and the student may face disciplinary action.
- 3.3 Open books, notes, or other reference materials are only allowed for **open-book exams**, as specified by the instructor.

4. END OF EXAM PROCEDURES

4.1 Students must **stop writing immediately** when instructed by the invigilator.

4.2 All exam papers, answer sheets, and any additional materials must be submitted before leaving the hall.

4.3 Students must leave the examination hall quietly to avoid disturbing others.

5. VIOLATION OF RULES

5.1 Any student found violating these rules may face penalties including:

- Immediate disqualification from the exam
- Zero marks for the paper
- Suspension or other disciplinary actions

5.2 Appeals regarding exam violations must be made in writing to the examination board within **48 hours** of the incident.

By sitting for this examination, students agree to comply with all the above rules and regulations. Failure to do so will result in strict consequences.