

**6<sup>th</sup> EDITION, JUNE 2019**

**POLYTECHNIC  
EXAMINATION &  
ASSESSMENT RULES AND  
REGULATION (DIPLOMA)**

**POLYTECHNIC BOARD OF EXAMINATIONS,  
ASSESSMENT & CERTIFICATION**



**BAHAGIAN PEPERIKSAAN DAN PENILAIAN**  
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**Diterbitkan oleh:**

Bahagian Peperiksaan Dan Penilaian  
Jabatan Pendidikan Politeknik Dan Kolej Komuniti,  
Kementerian Pendidikan Malaysia,

In implementing the mandates given by the Minister under regulation 7, Education (Polytechnics Examination and Certificate/Diploma) Regulations 2012, The Polytechnics Board of Examinations and Certificate/Diploma<sup>1</sup> makes the following guidelines;

## SECTION 1: INTRODUCTION

### 1. TITLE AND COMMENCEMENT DATE

This guideline is entitled **“Polytechnic Examination and Assessment Rules and Regulations (6<sup>th</sup> Edition)”** which comes into operation on **June 2019**.

### 2. OBJECTIVE

The purpose of this guideline is to ensure standardise and equitable processes of planning, administration and management of all matters pertaining to examination or other forms of assessments at all Ministry of Education Polytechnics.

### 3. RIGHTS AND RESPONSIBILITIES

Each polytechnic has a responsibility to ensure that appropriate guidelines pertaining to learning approach, assessment, supervision and administration of examination are provided to all registered students, conforming to regulations approved by The Polytechnics Board of Examinations.

### 4. DEFINITION OF TERMS

In these guidelines, unless the context otherwise requires, the following words and expressions have the following meanings:

<b>“Academic Advisor”</b>	refers to a lecturer or any officer appointed by the Head of Academic Department to support and guide students to improve their abilities and skills and to develop effective strategies towards academic, personal, attitude and soft skills excellence.
<b>“Academic Head of Department”</b>	refers to an officer appointed by the Director General of Polytechnic and College Community Education to lead an academic department.

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<b>“Allowing to Copy”</b>	refers to but not limited to collaborating with others in the act of copying or an attempt to copy, whether successful or not, during an examination
<b>“Answer Scripts”</b>	refers to answer booklets submitted by student taking a written final examination
<b>“Appeal”</b>	refers to written application by a student to re-evaluate assessment results or penalties.
<b>“Assessment”</b>	refers to any form of evaluation carried out to measure the students progress, academic capabilities or practical skills hence their achievement for the intended learning outcomes. Assessment carried out continuously will include but not limited to written, oral, observation, practical, quiz, test, task and project.
<b>“Attempt to Cheat”</b>	Refers to an act or event of cheating in order to answer the questions in an ongoing examination
<b>“Attempt to Copy”</b>	refers to the possession of any form of prepared notes/ information/ documents or to retrieve them by any means, or from any sources, that will assist in answering questions in an ongoing examination.
<b>“Certificate”</b>	refers to Certificate, Diploma, Advanced Diploma and Bachelor Degree awarded to students who have fulfilled the programmes' requirements
<b>“Cheating”</b>	refers to deceptive in any form and in any manner in the assessment.
<b>“Compulsory Courses”</b>	refers to specific courses that all students must enroll and pass in order to graduate
<b>“Copying”</b>	refers to but not limited to using prepared notes/ information/ documents in any means or forms or to retrieve them from any source for the purpose of unauthorised use during an examination
<b>“Core Courses”</b>	refers to mandatory group of courses made up of common core courses and discipline core courses offered in specific departments.
<b>“Discipline Core Courses”</b>	refers to courses offered in a programme that have specialization in a particular discipline
<b>“Course Exemption”</b>	refers to students' exemption from a specific course in the registered programme based on the knowledge and skills acquired from previous courses or experience. It will not contribute any credit value and must be

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substituted with another appropriate course or courses with the same credit value.

- “Course Lecturer”** refers to a lecturer who is responsible in delivering lectures and assessment in a particular course
- “Course Registration Slip”** refers to a statement listing all of the courses that a student enrolled in.
- “Coursework”** refers to theoretical and practical assignments to be completed by students that contributed to their overall assessment marks which are assessed separately from their final examination. Coursework can have individual or group components and can be carried out inside or outside of the campus.
- “Credit”** refers to a quantitative measurement denoting the learning loads expected to achieve specific learning outcomes.
- “Credit Point”** refers to the value attached to each course undertaken as part of a programme. The credit point value of a course reflects the amount of work required in the course.
- “Credit Transfer”** refers to a mechanism which allows credit awarded for a previous study in the same or different institution to be recognised, quantified and included towards the credit requirements for a current programme.
- “Cumulative Grade Point Average (CGPA)”** refers to the current overall weighted Grade Point Average achieved by a student in all the examinations taken.
- “Deferment of Studies”** refers to a student deferring his/ her study due to specific reasonable reasons with the Director’s approval. The deferred period will not be considered as a duration of study at the polytechnic.
- “Elective Courses”** refers to courses that are amenably offered to students. Each student has to enrol in a minimum of 4 credits in order to graduate.
- “Examination Board”** refers to The Polytechnics Board of Examinations and Certificate/Diploma.
- “Final Semester Student”** refers to any student enrolling in the remaining courses to achieve the required minimum total credit for the completion of a programme.

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<b>“Grade”</b>	refers to a measure of achievement in the form of alphabet to show student’s accomplishment in any course.
<b>“Grade Point”</b>	refers to numerical value given to a range of marks as stated in the Grading Scheme.
<b>“Grade Point Average”</b>	refers to Grade Point Average of a student for a particular semester.
<b>“Graduate”</b>	refers to a student who has successfully completed a course of study and endorsed for certification by The Polytechnics Board of Examinations and Certificate/Diploma.
<b>“Industrial Training”</b>	refers to experiential learning through placement of students in organisations of selected industries to undergo supervised practical training, locally or abroad, within a certain period of time as part of the requirement for certification.
<b>“Infringement of Examination Rules and Regulations”</b>	refers to a condition whereby a student’s conduct contravenes the provisions stipulated in Section 3: Rules and Regulations for Examination and Assessment.
<b>“Marking Scheme”</b>	refers to a detailed structure for assigning marks where a specific number of marks are given to individual components of the answer to any examination questions.
<b>“Polytechnic Examination Committee”</b>	refers to the committee that is responsible in the management of matters pertaining to assessment and examination processes as well as in making decision relating to assessment results for all courses.
<b>“Prep-requisite Course”</b>	refers to a specific course that must be completed or satisfied/ passed as a condition to enrol in another course at subsequent level.
<b>“Programme Requirements”</b>	refers to a set of requirements that must be fulfilled by student to complete a programme and be eligible for certification.
<b>“Repeal of Assessment Marks”</b>	refers to withdrawal of grades given due to violation of examination rules and regulations. Student will then be given an F (Grade Value = 0.00) and is deemed to have enrolled and failed the course. This grade point will be included in the calculation of GPA and CGPA for the particular semester.

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<b>“Result Slip”</b>	refers to a statement of an official results of courses taken by students in the semester.
<b>“Short Semester”</b>	refers to an optional study period other than the normal semester indicated in the annual academic calendar. Students may enrol in courses that are on offer, and courses are subjected to the existing assessment rules and regulations. The period of study is not included as part of the duration of study for the particular programme.
<b>“Special Assessment”</b>	refers to assessments of a particular course offered to final semester students; or students undertaking Industrial Training during the final semester; and for students enrolled in a short semester, who fulfil the requirements of the particular course.
<b>“Special Final Examination”</b>	refers to an examination given on a selected date out of the normal Examination Schedule to students who were absent during the final examination with valid reasons and with the approval of the Polytechnic Examination Committee.
<b>“Student”</b>	refers to any individual who is currently officially registered for the receipt of academic instruction at the polytechnic.
<b>“Suspension of Study”</b>	refers to the formal introduction of a pause in a student’s studies during which he/ she is not required to engage with his/ her studies as a result of a disciplinary offence committed under Educational Institutions (Discipline) Act 1976 (Act 174). The period of suspension will be considered as a duration of study at the polytechnic.

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## **SECTION 2: COURSE ENROLMENT RULES**

### **5. COURSE ENROLMENT**

- 5.1 Course enrolment is done at the beginning of each semester within (7) seven days from the official date of the beginning of the academic semester.
- 5.2 Students must make up the total credits permitted by adding other courses that are on offer in the current semester.
- 5.3 Head of Academic Departments are responsible to submit the course enrolment information to the Examination Officer.
- 5.4 Student transferring from another polytechnic must complete student registration process at the Student Affairs Department (refer to Polytechnic Student Intake and Management Manual) prior to course enrolment at the Academic Department.

### **6. COURSE CREDIT**

- 6.1 Credit value for each course is as specified in the Curriculum Document and Programme Structures approved by the Polytechnic Curriculum Board.
- 6.2 The total number of credit a student should enrol for each semester is between twelve (12) to twenty (20), or as specified in the respective Curriculum Document and Programme Structures.
- 6.3 The minimum number of credits needed for graduation is specified in the respective Curriculum Document and Programme Structures.

### **7. CREDIT TRANSFER AND COURSE EXEMPTION (CTCE)**

Students can apply for credit transfer and course exemption within three (3) weeks from the start of lecture for the first semester if they meet the requirement stipulated in the Polytechnic Educational Programme Credit Transfer and Course Exemption Guideline.

### **8. ADDING A COURSE**

- 8.1 Students can add a course (s) provided the total number of credit allowed for the particular semester is not exceeded.

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8.2 Students are allowed to add a course from the beginning of week three (3) until week (6) of a particular academic semester. Students should first seek advice and endorsement from their Academic Advisor and/ or Head of Academic Programme and approval from the respective Head of Department.

8.3 Students are not allowed to add a course after the specified timeframe.

## **9. DROPPING A COURSE**

9.1 Students can drop a course (s) provided the total number of credit taken is not less than twelve (12) credits.

9.2 Students are allowed to drop a course from the beginning of week three (3) until week (6) of a particular academic semester. Students should first seek advice and endorsement from their Academic Advisor and/ or Head of Academic Programme and approval from the respective Head of Department.

9.3 Students are not allowed to drop a course after the specified timeframe.

## **10. ENROLLING IN A COURSE**

10.1 Student who has enrolled in a course has a responsibility to follow all learning activities and comply with all the requirements of the course.

10.2 Student must fulfil the minimum attendance percentage as stipulated in directive 13.1.2 in order to be evaluated for all learning activities associated with the registered course.

## **11. REPEATING A COURSE**

11.1 Student who failed compulsory, core courses and discipline core courses in a particular semester should;

11.1.1 Enrol and repeat failed courses from the previous semester.

11.1.2 Undertake all the learning activities associated with the repeated courses.

11.2 Student who failed elective courses should;

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- 11.2.1 Repeat the failed elective courses, either take the same elective courses or any other elective courses at the following semester if the courses offered except in circumstances that do not allow students to do so and approval thereof; and
- 11.2.2 Meet the minimum elective course credit hour requirements based on the curriculum standard program or manual;
- 11.2.3 Undertake all the learning activities associated with the repeated courses.
- 11.3 Enrol and repeat failed courses in the current semester if he/ she is a final semester student who failed two (2) or more courses.

## **12. IMPROVING COURSE GRADES**

- 12.1 Students who passed with grade C-, D+ or D for any course;
  - 12.1.1 is allowed to improve course grade for a particular course once during his/ her duration of study.
  - 12.1.2 should undertake all the learning activities associated with the course during any subsequent semester including short semester.
  - 12.1.3 will have the highest grade earned used to compute the grade point obtained for the particular course.
  - 12.1.4 can enrol to improve the course grade for a particular course but the total number of credit taken should not exceed twenty (20) credits. Under circumstances where this is not possible, student must obtain the approval of the Head of Department.
  - 12.1.5 can enrol to improve their course grade in a particular course but the maximum duration of study for a programme is still unchanged as in directive 26.1.

## SECTION 3: EXAMINATION AND ASSESSMENT RULES AND REGULATIONS

### 13. ELIGIBILITY TO SIT FOR FINAL EXAMINATION

13.1 Students should meet the following conditions before being eligible to sit for the final examination:

13.1.1 officially enrolled in the related course as stated in directive 5.

13.1.2 attended 80% or more of the lectures/ tutorials/ practical for a specified period of time; and

Student percentage attendance is calculated as follows:

$$\% \text{ attendance} = \frac{\text{actual attendance (hr)}}{\text{total should have attended (hr)}} \times 100$$

13.2 Students participating in activities that are approved by the Director are exempted from the requirement specified in directive 13.1.2.

13.3 If a student could not meet the requirements as in directive 13.1.2 due to illness:

13.3.1 he/ she should provide:

- i. an original medical certificate issued by a government medical officer or private; or
- ii. Medical certificates from private medical practitioners are limited to **two (2)** consecutive days and limited to a total of **eight (8)** days per semester.

13.3.2 he/ she is not eligible to sit for final examination;

13.3.3 his/ her overall assessment is annulled;

13.3.4 he/ she is required to retake the course and will be considered as taking the course for the first time; or

13.3.5 under certain circumstances, the Director can use his discretion in implementing the directives in item 13.3.1, 13.3.2 and 13.3.3.

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- 13.4 Students not meeting the requirements in directive 13.1.2 without any valid reasons:
- 13.4.1 Will not be eligible to sit for the final examination;
  - 13.4.2 Will be given grade F with Grade Point 0.00 for the course; and
  - 13.4.3 Will be considered to have enrolled and failed the course.
  - 13.4.4 Under certain circumstances the Director can use his discretion to make a decision on the matter.
- 13.5 Students suspended from their study due to disciplinary misconduct under Act 174, and not meeting the requirements in directive 13.1.2:
- 13.5.1 Will not be eligible to sit for the final examination;
  - 13.5.2 Will have their overall assessment annulled;
  - 13.5.3 Will be required to retake the course and will be considered as enrolling in the course for the first time; and
  - 13.5.4 The semester will be taken into account in the overall calculation of the students' maximum duration of study.
- 13.6 Directives 13.1, 13.3, 13.4 and 13.5 also applied for courses that are assessed based solely on coursework.

## **14. ATTENDANCE DURING EXAMINATION**

- 14.1 Students are required to sit for examination for courses that requires them to do so, unless they:
- 14.1.1 have obtained prior written approval from the Director permitting them not to sit for the examination; or
  - 14.1.2 have valid reasons for not attending, and they or their representative should immediately notify the Director in writing and get written approval pertaining to the matter; or
  - 14.1.3 are unwell, and they or their representative should inform the Director, supported with a medical certificate from a government medical officer or other approved medical practitioner as an affirmation; or
  - 14.1.4 are barred from sitting for the examination by the polytechnic disciplinary authority as a punishment for disciplinary misconduct.
  - 14.1.5 Under certain circumstances the Director can use his discretion in implementing directives 14.1.1, 14.1.2 or 14.1.3.
- 14.2 Students who did not attend final examination for reasons as in item 14.1.1 to 14.1.3, will have all their coursework assessment marks be considered.
- 14.3 Students who did not attend the final examination without any valid reason will be given grade F with the grade point value 0.00 for that particular course. They shall be deemed to have enrolled and failed the course.
- 14.4 Students who did not attend the final examination for reason as in item 14.1.4 will be given grade F with the grade value 0.00 for the course. They shall be deemed to have enrolled and failed the course.

## 15. INSTRUCTIONS FOR FINAL EXAMINATION

- 15.1 All students should abide by the following instructions:
- 15.1.1 Students are required to be present for the examination on the date, time and at the specified venue;
  - 15.1.2 Students should be present outside the examination room/ hall at least 15 minutes before the start of the examination;
  - 15.1.3 Students are prohibited from entering the examination room/ hall until they are instructed to do so;
  - 15.1.4 Students should enter the room/ hall in an orderly manner and occupy the seat particularly assigned to him/ her;
  - 15.1.5 Students who arrive 30 minutes later than the scheduled start time will not be permitted to enter the examination room/ hall and consequently are not allowed to sit for the examination for that particular course;
  - 15.1.6 Students who arrive late but within the first 30 minutes, will be admitted, but will not be given any extra time to complete the examination;
  - 15.1.7 Students are prohibited from bringing in or removing any books, papers, documents or photographs or any tools/ materials which has written notes on it except those permitted by the invigilator;
  - 15.1.8 Students are prohibited from receiving any books, papers, documents or photographs or any tools/ materials which has written notes on it except from the invigilator;
  - 15.1.9 Students are prohibited from referring to and using any reference materials that are prohibited in or outside of the examination room/ hall during the course of the examination;
  - 15.1.10 Students are prohibited from bringing into the examination room/ hall any electronic devices, unless permitted by the invigilator;
  - 15.1.11 Students must sit according to the designated seating plan;
  - 15.1.12 Students are required to bring along their student card for identity verification. Failure to do so may result in them being prevented from

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entering the examination room/ hall, unless a written consent is obtained from the examination officer to sit for that particular course only;

- 15.1.13 Students are required to fill in all related particulars in the space provided on the front page of the answer booklet after being instructed by the Chief Invigilator. Students are not allowed to write their name, registration number or any other personal information on the answer booklet;
- 15.1.14 Students are not allowed to write the name, registration number or any other personal identification mark on the other side of the answer book;
- 15.1.15 Students are not allowed to read the examination questions before being directed to do so;
- 15.1.16 Students should read carefully and follow all the instructions printed on the question paper and the front page of the answer booklet;
- 15.1.17 Students should verify that they received the correct question paper with the correct number of pages. Students should immediately inform the invigilator if they received wrong or incomplete set of question papers;
- 15.1.18 Students may only begin to answer when they are instructed to do so and should immediately stop writing when the end of the examination is announced;
- 15.1.19 Students will not be permitted to leave the examination room/ hall during the first 30 minutes from the start of the examination or during the last 15 minutes. Students wishing to leave the examination room for any reason, may only do so with the permission of the Invigilator and must be accompanied/ escorted by an Invigilator;
- 15.1.20 Students are prohibited from eating, drinking or smoking in the examination room/ hall;
- 15.1.21 Students are prohibited from behaving in a manner that could distract other students and to interrupt the smooth running of the examination;
- 15.1.22 At the end of the examination, students must ensure that all answer booklets used are arranged and tied properly before collection by the invigilator; and

- 15.1.23 Students must remain seated at the end of the examination. They are only allowed to leave the examination room/ hall when instructed to do so by the invigilator.
- 15.2 For special needs students during final exams, students are required to submit an application in writing for consideration by the Director.
- 15.3 Students are strictly prohibited from copying, attempt to copy or allowing other students to copy in whatsoever means during the examination.
- 15.4 Under certain circumstances, the Director or the Examination Officer can use their discretion to make changes to any items in directive in 15.1.

## **16. ACADEMIC FRAUD**

16.1 Students shall not do any of the academic fraud as follows:

- i. Copying or attempt to copy or allowing other to copy in the assessment;
- ii. Cheating or attempt to cheat in the assessment.

16.2 Prohibition Against Plagiarism (Act 174)

16.2.1 A student shall not plagiarizes any idea, writing, data or invention someone else.

16.2.2 For this purpose, plagiarism include:

- i. The act of taking an idea, writing, data or invention someone else and claim the idea, writing, data or the invention is the result of finding or concocted; or
- ii. An attempt to make out or the act of highlighting, in such a way, that he is the original source or creator of an idea, writing, data or invention is actually retrieved from other sources.

16.2.3 Without prejudice to the generality of article 16.2.2, a student plagiarizes when:



- i. Publish, with himself as the author, an abstract, article, scientific or academic paper, or book which wholly or partly written by a few others;
- ii. Incorporates himself or allows itself incorporated as co-author abstract, article, scientific or academic paper, or book, when he indirectly make any contribution in writing to the abstract, article, paper scientific or academic, or the book;
- iii. Forcing others to inserting his name in a list of joint researchers for specific research projects or in the list of joint researchers for publication when he did not make any contributions that could qualify him as a researcher joint or co-authors;
- iv. Citing academic data that is the result of research carried out by a few others, such as laboratory findings of field work, or data obtained through library research, whether published or unpublished, and combining that data as part of his academic research without giving due recognition to the original source;
- v. Using research data obtained through collaborative work with some other person, whether or not with other people on the staff member or student of Polytechnic part of different academic research, or for publishing in his own name as sole author, without obtaining the consent of co-researchers before embarking on his personal research or before publishing the data;
- vi. Copying an idea or invention someone else saved in any kind, whether written, printed or available in electronic form, or in the form of slides, or in any kind of research or teaching or appliance in the any other form and declare either directly or indirectly that he is the creator of idea or creation;
- vii. Translate the writing or creation of others from one language to another whether or not in whole or in part, and then submit the translation into whatever form or manner as his writings or his creation own; or
- viii. Citing the idea of writing or creation of others and make some modifications without appropriate references to the original sources and restructure the idea in such a way as if he is the creator of such ideas.

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## 17. INFRINGEMENT OF FINAL EXAMINATION RULES, INSTRUCTIONS AND ACADEMIC FRAUD

- 17.1 Students found guilty of infringing any of the directive in 15.1 may be penalised as follows:
- i. Handed a warning; or
  - ii. Their assessment marks for the particular course is annulled and given a grade point value of 0.00
- 17.2 Students found guilty to directives 16.1 (i) will have their final examination marks for all courses in that particular semester annulled.
- 17.3 Students who have evidenced doing directives 16.1 (ii) or directives 16.2 shall be repealed assessment for the course and given a grade point value 0.00.
- 17.4 In addition to directives 17.1, 17.2 and 17.3, students who infringe the examination rules may also be subjected to disciplinary action as stated in "*Second Schedule - Educational Institutions (Discipline) (Amendment) Act 2012 – Act 174 (Amendment 2012)*).

## SECTION 5: METHODS OF ASSESSMENT

### 18. GRADE POINT SYSTEM

18.1 Polytechnic adopts an assessment system that is based on a quantitative measurement of students' achievement in a particular program known as **Sistem Nilai Mata (SNM)** or **Grade Point System**.

18.2 Based on **SNM**, students' academic achievements in a particular programme is measured using two (2) grading systems;

- i. *Purata Nilai Mata* (PNM) or Grade Point Average (GPA); and

$$\text{GPA} = \frac{\text{Total Grade Point Obtained In Current Semester}}{\text{Total Credit Taken In Current Semester}}$$

- ii. *Himpunan Purata Nilai Mata* (HPNM) or Cumulative Grade Point Average (CGPA).

$$\text{CGPA} = \frac{\text{Current Overall Total Grade Points Earned}}{\text{Current Overall Total Number Of Credit Taken}}$$

18.3 Subject to formal written endorsement by Polytechnic Examination Committee, Polytechnic athletes representing state/ country will be awarded grade points for a particular co-curriculum course according to their achievements as follows;

- i. Athletes who obtain medals while representing state/ country, will be awarded 4.00 grade points;
- ii. Athletes who represent state/ country without obtaining any medal, will be awarded 3.00 grade points;
- iii. Athletes who represent state/ country, and have completed Semester 2 and 3, will be awarded a credit transfer of 3 credits for an elective subject;
- iv. Endorsed by the Examination Polytechnic Committee.

## 19. GRADING SCHEME

Marks obtained by students in a particular course will be given a grade and a respective grade point according to the grading scheme in Table 1 below:

**Table 19.1: Grading Scheme**

Marks	Grade Point	Grade	Notes/Status
90 - 100	4.00	A+	Exceptional
80 - 89	4.00	A	Excellent
75 – 79	3.67	A-	Distinction
70 – 74	3.33	B+	Distinction
65 – 69	3.00	B	Distinction
60 – 64	2.67	B-	Pass
55 – 59	2.33	C+	Pass
50 – 54	2.00	C	Pass
47 – 49	1.67	C-	Pass
44 – 46	1.33	D+	Pass
40 – 43	1.00	D	Pass
30 – 39	0.67	E	Fail
20 – 29	0.33	E-	Fail
0 – 19	0.00	F	Fail

*Note: \*Grade status shall not apply to certain programs*

## 20. WEIGHTAGE OF COURSEWORK ASSESSMENT AND FINAL EXAMINATION

- 20.1 Assessment of each course is carried out continuously within the prescribed study period for a particular semester based on the procedures specified in the current curriculum documents.
- 20.2 Courses without final examination will be fully (100%) assessed by coursework.
- 20.3 Final assessment aggregate are assessed based on coursework and final examination as specified in the current curriculum document.

Note: <sup>1</sup> The name of The Polytechnics Board of Examinations and Certificate/Diploma refer to letter of approval of the Minister of Higher Education for the amendment of the education regulations (Examination and Certificate/Diploma Polytechnic) Education Act 1997 (Act 550) in 2012 by the Honorable Minister of Higher Education Dato ' Seri Mohamed Khaled bin Nordin.

## **21. GENERAL RULES OF ASSESSMENT**

### **21.1 General Rules**

Students' academic performance will be evaluated if they fulfil the following requirements:

21.1.1 Has registered to pursue a programme of study;

21.1.2 Has enrolled in the related courses; and

21.1.3 Has maintain a minimum of 80% percentage attendance in learning activities associated with the course.

### **21.2 Total Credit Determination**

21.2.1 The total number of credit that a student is allowed to enrol in each semester is as stated in directive 6.2.

21.2.2 Student may enrol in less than twelve (12) credits if they fulfil any of the condition below:

- i. A final semester student; or
- ii. A students bound for industrial training at the next semester; or
- iii. A short semester student; or
- iv. A part-time course (KSS) student or any similar programme; or
- v. Has attained conditional status (KS) in the previous semester;

with the:

- i. Academic advisor's endorsement; and
- ii. Head of academic department's approval.

21.2.3 Student may enrol in more than twenty (20) credits, if they fulfil any of the condition below:

- i. A students bound for industrial training at the next semester; or
- ii. A student who achieved a CGPA that is equal to or more than 3.00 in the previous semester;

with the:

- i. Academic advisor's endorsement; and
- ii. Head of academic department's approval

21.2.4 Students may enrol in elective courses or other courses approved by the Head of academic department, to ensure they enrolled in the minimum total credit permitted per semester.

21.2.5 Students are responsible for ensuring the amount of accumulated credits enrolled in order to be able to graduate within the prescribed duration.

### 21.3 **Sitting for Final Examination**

23.3.1 Students are required to sit for final examination if the enrolled course culminate in a final exam.

23.3.2 The duration of final examination for a course depends on the level of study and credit value for the particular course.

### 21.4 **Progression in the Programme of Studies**

21.4.1 Students who obtained good standing (KB) and conditional standing (KS) are eligible to progress to subsequent semester.

21.4.2 Students bound for industrial training must satisfy all the conditions stipulated in the Guidelines for Polytechnic Industrial Training Management and Assessment Method.

### 21.5 **Conferment of Award**

Students are deemed to have completed their studies and qualified to be awarded a certificate of a particular programme if they satisfy the following criteria;

21.5.1 Pass all required courses for the particular programme;

21.5.2 Obtain a CGPA that is equal to or more than 2.00;

21.5.3 Acquire the total credit assigned to the particular programme; and

21.5.4 Endorsed by the Examination Board.

## 22. CATEGORIES OF ASSESSMENT RESULTS

Assessment result for each semester will be categorized as below:

### 22.1 Full Pass (LP)

Final semester students who acquire a CGPA that is equal to or more than 2.00, fulfil the required conditions, are qualified to be awarded a certificate.

### 22.2 Good Standing (KB)

Students who acquire a CGPA that is equal to or more than 2.00.

### 22.3 Conditional Standing (KS)

Students who acquire a CGPA that is equal to or more than 1.60 but less than 2.00.

### 22.4 Fail and Termination of Study (GB)

Fail and termination of study status will be given to students who:

22.4.1 Attain a CGPA that is less than 1.60; or

22.4.2 Attain a GPA that is less than 1.00 except for students mentioned in directive 21.2.2.i, 21.2.2.ii, 21.2.2.iii, and 21.2.2.iv; or

22.4.3 Fail a particular course three (3) times, which include the special final examination or special assessment or short semester; or

22.4.4 Attain KS standing three (3) times consecutively; or

22.4.5 Fail Industrial training course **TWICE**; or

22.4.6 Fail the same WBL course **TWICE**; or

22.4.7 Have exceeded the maximum duration of study for a particular programme.

## 23. SPECIAL FINAL EXAMINATION AND SPECIAL ASSESSMENT

### 23.1 Special Final Examination

23.1.1 The following group of students are eligible to sit for special final examination;

- i. Students who have been certified as **unwell/ in poor health** by a government or private hospital medical practitioners;
- ii. Students who experienced emergency cases such as the death of close relative, accident, natural disaster and fire, with verification from the relevant authority; or
- iii. Students participating in activities that are approved by the Director with confirmation letter given by the related organizers;
- iv. Athletes who are representing a particular state or the country.

23.1.2 Special final examination will also be held if the final examination for any course during that particular semester is cancelled.

23.1.3 Special final examination will be held at any suitable date and time decided by the examination officer.

23.1.4 A student who is absent with a reasonable explanation, will be given zero mark (0) for that particular special final examination, the assessment mark will be calculated based solely on the coursework assessment.

23.1.5 A student who is absent without any valid reason will be given an F grade with 0.00 grade point for the particular course. The student is considered to have enrolled and failed the particular course.

### 23.2 Special Assessment

23.2.1 Special assessment is a form of assessment made available to final semester student who fulfil the following conditions:

- i. Attain KB result;
- ii. Fail only one (1) course at the previous semester;
- iii. Has sat for the final examination of the particular course (if applicable);
- iv. Is not subjected to any disciplinary action;



- v. Has not exceeded the maximum duration of study for the programme; and
- vi. Ratification by the Polytechnic Examination Committee.
- vii. Student who pass Special Assessment will only be given a grade C.

23.2.2 Head of academic department shall decide on one of the following mode of special assessment:

- i. Student has to sit for final examination only; or
- ii. Student has to sit for final examination and carry out coursework assessment; or
- iii. Student has to carry out coursework assessment only.

26.2.4 A student who failed a course that only involve coursework assessment, will either repeat the entire course or carry out special assessment only, subject to the decision of The Polytechnic Examination Committee.

26.2.5 Special Assessment will be carried out between one (1) to four (4) weeks depending on the total number of credit of the particular course.

26.2.6 Students are required to enrol in the related course for special assessment.

26.2.7 Special assessment are not allowed to students in a short semester and courses that implemented in WBL.

26.2.8 Special assessment will only commence after The Polytechnic Examination Committee meeting.

## **24. INDUSTRIAL TRAINING**

24.1 Students bound for industrial training must satisfy all the conditions stipulated in the Guidelines for Polytechnic Industrial Training Management and Assessment Method.

24.2 Industrial training result will not be included in the calculation of CGPA.

24.3 Industrial training result will be announced before students' progress to the next level of study. Those who failed are required to repeat industrial training in subsequent semester and they are responsible to secure placement in the relevant industry.

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- 24.4 Students are only allowed to repeat industrial training **ONCE**.
- 24.5 Students who fail their industrial training **TWICE** will be graded as failed and their enrolment terminated (GB).
- 24.6 Appeal on the industrial training results can be done according to directive 30.

## 25. WORK-BASED LEARNING (WBL)

- 25.1 Implementation of the WBL generally refer to Polytechnic Work-based Learning Implementation as well as Guidelines for the Implementation of Work-based Learning for the programme related.
- 25.2 WBL courses offered is based on the programme structure.
- 25.3 Implementation of the WBL assessment course as contained in the syllabus.
- 25.4 Students are allowed to repeat WBL course **ONCE only**.
- 25.5 Students who fail **TWICE** for any WBL courses, will be graded as failed and their enrolment terminated (**GB**).
- 25.6 Students are required to follow a WBL course within such period as specified in the WBL Implementation Calendar at each semester.
- 25.7 Appeal on the industrial training results can be done according to directive 30

## 26. DURATION OF STUDY

26.1 The duration of study for completion of full-time programmes are as follows:

- |                              |   |   |
|------------------------------|---|---|
| i. Diploma                   | : | minimum five (5) semesters<br>maximum nine (9) semesters      |
| ii. Part- time Diploma (KSS) | : | minimum eight (8) semesters<br>maximum sixteen (16) semesters |
| iii. Certificate             | : | minimum three (3) semesters<br>maximum seven (7) semesters    |

26.2 The period of suspension for students who are suspended from their study according to provisions in Act 174 shall be counted as part of the duration of study for the prescribed programme.

Note: <sup>1</sup> The name of The Polytechnics Board of Examinations and Certificate/Diploma refer to letter of approval of the Minister of Higher Education for the amendment of the education regulations (Examination and Certificate/Diploma Polytechnic) Education Act 1997 (Act 550) in 2012 by the Honorable Minister of Higher Education Dato ' Seri Mohamed Khaled bin Nordin.

- 26.3 Students who did not register at the beginning of the semester without reasonable cause will have the semester be counted as part of the duration of study for the prescribed programme.
- 26.4 Any deferment of study approved by the Director shall not be counted as part of the duration of study. This includes cases of student-athletes representing state and country.

## 27. CERTIFICATE AND ACADEMIC TRANSCRIPT

- 27.1 Students are eligible to receive Certificate and Academic Transcript once they successfully completed their studies and their status formally endorsed by The Examination Board.
- 27.2 Requests for a replacement certificate and academic transcript will be charged as follows:

**Table 27.2.1: Payment Fee**

Item	Fee (RM)
Certificate (BM version)	RM50.00
Certificate (BI version)	RM50.00
Transcript	RM10.00

- 27.3 Payment should be made in the form of postal order/ money order payable to the Director of the respective polytechnic

## 28. REVOCATION OR CANCELLATION OF CERTIFICATE

The Examination Board shall have the authority to revoke any diploma or other academic qualifications conferred or granted when it is established that the former student committed fraud by presenting false credentials during application for enrolment or due to any academic misconduct committed prior to graduation.

## 29. THE ANNOUNCEMENT OF ASSESSMENT RESULT

The Examination Officer shall announce assessment results on behalf of The Polytechnic Examination Committee on the official date.

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## **SECTION 5: APPEALS**

### **30. APPEAL AGAINST A RESULT**

#### **30.1 Appeal Against Assessment Result**

Students who wish to appeal against the assessment result obtained can do so by writing to the Polytechnic Examination Committee within fourteen (14) working days of the official result announcement. All relevance supporting evidence must be provided at the time the appeal is submitted.

Students will be charged a fee of RM50.00 for every appeal submitted and payment should be made in the form of postal order/ money order payable to the Director of the respective polytechnic.

#### **30.2 Result Of Appeal**

Students will be informed by the Examination Officer from the date the result is obtained from the Polytechnic Examination Committee. The decision of the Committee is final and cannot be the subject of any further appeal

### **31. RE-EVALUATION OF THE FINAL EXAMINATION ANSWER SCRIPTS**

31.1 Students may apply for a re-evaluation of their answer script for a particular course. The application for re-evaluation must be submitted in writing to the Polytechnic Examination Committee within fourteen (14) working days from the official date of the examination result.

31.2 Students will be charged a fee of RM25.00 for each course and payment should be made in the form of postal order/ money order payable to the Director of the respective polytechnic.

31.3 Students will be informed by the Examination Officer from the date the result is obtained from the Polytechnic Examination Committee. The decision of the Committee is final and cannot be the subject of any further appeal.

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