

(Translation)

Announcement of Faculty of Liberal Arts, Prince of Songkla University on  
Examination Practice Guidelines for Students

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1. When taking any examination, students are required to dress according to the Prince of Songkla University Dress Code Regulations otherwise they will not be allowed to take the examination.

2. Students must take examinations on the day, time, and venue specified in the examination schedule.

3. Students must produce their student ID cards in the examination room. Students who cannot produce their student ID cards may use other ID cards that have a photo of themselves on them such as a Thai National ID card, or other ID cards issued by a government agency.

4. The proctors shall not allow any more students to enter the examination room after 15 minutes of the start of the examination and shall not be allowed to take the examination except for adequate reason that shall be at the discretion of the Chair of the Faculty of Liberal Arts Examination Committee. Students cannot use the followings as an excuse for being late: remembering the wrong examination date or time, getting up late, being unable to find the examination room, traffic jam, having a problem with their vehicle (unless satisfactory evidence is provided).

5. Students are not allowed to go out of the examination room during the first 30 minutes of the examination.

6. Students are not allowed to bring any textbooks, or documents into the examination room except allowed in writing by the instructor of the course.

7. During the examination session, students are not allowed to borrow any instrument or article from other students except permitted by the proctor.

8. Students are not allowed to take any part of the examination paper or any other documents out of the examination room. A breach of this regulation will result in failing the course except with written permission from the instructor.

9. When the examination time is over, students must stop writing and go out of the examination room immediately.

10. Before and after the examination time, students are not allowed to be in the examination room. While outside the examination room, students are not allowed to make a loud noise. Any students who finish the examination before the time is

over, they can leave the examination and must go away from the examination area, and must not cause any disturbance to other students who are still doing their examination.

11. Students must not do anything that can be considered an act of cheating. Any act of cheating found during the examination will be reported to the Chair of the Examination Committee who will then report it together with any evidence to the Dean of the faculty to which the students belong. The act of cheating will also be reported to the instructor of the course.

12. Students found guilty of cheating during an examination will face penalties specified in Prince of Songkla University Regulations for Undergraduate Studies B.E. 2552 (A.D. 2009), Clause 11.10: Cheating in examinations can result in the least severe penalty of suspension for at least one academic semester, and the most severe penalty of expulsion.

13. Students who cannot show up for the examination specified in the Examination schedule due to the following force majeure events:

13.1 A sudden severe illness/accident of the students themselves, their father, mother, a relative, or a person with whom they have a close relationship

13.2 A death of their father, mother, or a person with whom they have a close relationship

13.3 A transportation-related incident such as a road accident, or a vehicle breakdown

For the above force majeure events specified in 13.1, 13.2, and 13.3, students must fill in the form Request for a Rescheduled Examination and file it with evidence. In the case of illness, only evidence from a hospital is accepted.

13.4 Other force majeure events other than those specified in 13.1, 13.2, and 13.3, a document with a statement that adequately indicates the need to reschedule the examination is required. This will be at the discretion of the Chair of the Faculty of Liberal Arts Examination Committee. Students cannot use the followings as an excuse for being late for the examination or rescheduling the examination: remembering the wrong examination date or time, getting up late, being unable to find the examination room, traffic jam,

the rain, or having a problem with their vehicle (without satisfactory evidence provided).

### 13.5 Request to reschedule the examination

13.5.1 Students of Faculty of Liberal Arts must request to reschedule the examination no later than two work days after the examination originally scheduled. A request form must be accompanied by evidence, and students must inform their instructors within one week.

13.5.2 Students of other faculties are to submit a request to their own faculties for the Board of their faculties to consider the examination rescheduling.

This announcement supersedes any other announcements in contrary to it.

Announced on the 29<sup>th</sup> of April 2013.

(Assoc. Prof. Adisa Teo, Ph.D.)

Dean, Faculty of Liberal Arts