



Announcement

College of Innovation, Thammasat University

Subject: Students' Examination Regulation 2024 (B.E. 2567)

In order to carry out the students' mid-term and final examinations efficiently, the College of Innovation has set the following examination regulations:

Prior to the commencement of examination

1. Students should arrive at the exam room before the starting time. Students are allowed to enter the exam room 10 minutes before the starting time and students must present student identification to the invigilator for verification before entering.
2. Students must wear either student uniform or polite attire according to Thammasat University's Announcement regarding "*Student Attire Guidelines, B.E. 2023*".
3. Students should verify the correctness and completeness of the seat number, question paper, and answer sheet before doing the exam. Should students encounter problems or have inquiries, please notify the invigilator immediately by raising hand.
4. Do not bring stationery bags and unauthorized equipment/items into the exam room. Books, textbooks, documents, and notes (both relevant and irrelevant to the exam subject) are not allowed unless it is clearly stated in the exam instructions.
5. All communication devices must be turned off and placed under students' seat in the exam room.

While Exam in Progress

1. Students are not allowed to enter the exam room and take the exam after 30 minutes of the starting time of the exam.
2. Please place a student ID card on the desk for verification

3. Communication between students is strictly forbidden. Should students encounter problems or have inquiries, please raise hand to notify the invigilator only.
4. Students are not allowed to leave the exam room before submitting the answer script & question papers such as going to the toilet etc. except in emergencies only.
5. Having entered the exam room, student are not allowed to leave the exam room before 30 minutes of the starting time.
6. When students have finished taking the exam and wish to submit the exam, please raise your hand to notify the invigilator for verification and wait until the invigilator permits to leave the examination room.
7. Once students leave the exam room, students must leave the exam surroundings immediately. Furthermore, students must not make noise that disturbs other examiners or talk about the exam in a way that might be overheard by those still taking the exam.
8. Should the invigilator detect misconduct or dishonesty act of students, such students will not be allowed to continue taking the exam unless the students sign in the detected evidence and offense record. The procedure will be in accordance with Thammasat University regulations regarding student discipline 2021.

After the finishing time of exam

1. Students must stop doing the exam immediately when the exam time ends, otherwise it will be considered as misconduct. Subsequently, students must submit both answer script and question papers by placing them on the students' desk with the paper face down and wait until the invigilator permits students to leave the exam room.
2. It is strictly forbidden to take answer scripts and question papers out of the exam room, violation will be considered as misconduct.

Unpunctuality case

1. Should students enter the exam room late but not later than 30 minutes from the starting time, the invigilator will allow students to take the exam without a time extension.

2. Should students enter the exam room later than 30 minutes but not later than 1 hour from the starting time **and** no student has left the exam room, students must contact the Examination Administrative Committee at the Academic services office for consideration.
3. No student will be allowed to enter the exam room later than 1 hour from the starting time. Consequently, students who are banned from entering the exam room will become nonattendance.

Non-attendance of midterm and final examination

Students who wish to request permission to take an exam outside the predetermined schedule must do the following:

1. Students must submit a petition in conjunction with evidence to the Examination Administrative Committee (via the Academic services office) within 3 business days of the nonattendance date, otherwise students will earn zero marks on such exam. Should students be unable to submit the petition in person owing to the force majeure, an authorized representative is allowed to act on behalf of such students.
2. The Examination Administrative Committee will consider the petition and students will be notified of the ruling within 5 business days.

The Deputy Dean for Academic Affairs and Research is authorized to supervise and ensure compliance with this regulation. In the event of a dispute or a case not specified in this regulation, the Dean is empowered to rule the final resolution. The Dean's order or ruling is utmost decision.

Issued on 5 February 2024



(Asst. Prof. Dr. Chayakrit Asvathitanont)

Dean of the College of Innovation

(Attachment to the announcement)

Examples of “*Force Majeure*” causing nonattendance that the Examination Administration Committee permits late exam outside the predetermined schedule.

- Father, mother, or close relative is seriously ill or dead
- Students are seriously ill, hospitalized, and require immediate treatment such as surgery or contagious disease.
- An accident that causes students to be hospitalized.
- An accident or public disaster such as flood, storm, or fire, that causes students to be unable to travel to the exam venue.
- A necessary and important event that cannot be anticipated and avoided. The supporting reason could be either legal, moral, or ethical reasons that are upheld by the general public but must be under the student’s utmost good faith.

* Students must submit the petition with supporting evidence such as a death certificate accompanied by a house registration, medical certificate, police daily log/report/record, etc.

*** *This English version is a translation of the original Thai version for information purposes only. In case of discrepancy or inconsistency between the Thai version and the English version, the Thai version shall be the governing and prevailing version.*