

GUIDELINES FOR THE CONDUCT OF 2020 ONLINE MATURE ENTRANCE EXAMINATIONS ON THE UEW ENTRANCE EXAMINATION ONLINE PORTAL

The following guidelines are provided in connection with online mature entrance examinations to be conducted on the UEW Entrance Examination Online Portal.

1. All rules and regulations governing examinations as detailed in the student handbook are applicable to examinations taken on the UEW-Online Entrance Examination Portal
2. You are to follow the official timetable and take note of the time you are expected to write all your examinations.
3. We advise you to log in to Online Entrance Examination Portal about 10 minutes before your scheduled examination.
4. It is your responsibility to identify a convenient location where internet connectivity is reliable and disruptions reduced to the barest minimum.
5. You are required to be within an internet connectivity zone to facilitate your participation in the entrance examination. For example, if you are using a smartphone, adjust the settings in order to avoid incoming calls from disconnecting your internet connectivity.
6. Examinations will be available for applicants only for the period designated on the timetable. Ensure that you finish your paper within the allotted time.
7. Examinations on the online entrance examination portal are timed by the system. The clock starts counting down as soon as you start work and the questions are taken away when the time is up. Ensure that you work within the allotted time.
8. Note that questions flow in sequential manner within the Online Entrance Examination Portal so you might not be able to skip questions and go back to them later.
9. In the event that you are momentarily disrupted by internet or any other unforeseen hitch, you can log back in to Online Entrance Examination Portal to continue the paper from the point where the disruption occurred.
10. Be mindful that Online Entrance Examination Portal offers all the mechanisms that can be used to detect examination malpractices. If you are caught in any form of examination malpractice, you will be disqualified.
11. Examination malpractice is defined as any attempt to gain unfair advantage in any University sanctioned examination. In addition to all the rules in the *Students' Handbook on Rules and Regulations*, the following shall also constitute examination malpractices within the context of Online Entrance Examination Portal:
 - a. logging in to Online Entrance Examination Portal with somebody else's credentials is equivalent to impersonation.
 - b. assisting or being assisted by others to write examination
 - c. collaborating with others to write the examination within close proximity
 - d. using unauthorized assistive devices
 - e. tampering and manipulating electronic records relating to examinations
 - f. plagiarism (refer to student handbook)
 - g. spreading false information and unofficial notices about the examinations
12. To control internet traffic within Online Entrance Examination Portal, the system will be regulated during examination periods. Therefore, if you do not have examination, you will not be able to access your courses in Online Entrance Examination Portal.

Thank you