

University of Technology and Applied Sciences
Higher College of Technology
English Language Center
Post-Foundation Program
Make-Up Final Examinations
Semester 3, 2020-2021
Instructions to Students

The Post-Foundation English Make-Up Final Exams are scheduled for **Thursday, September 16, 2021**. The details are given in the table below.

Exam	Duration	Time
Technical Writing 1	1 hour	10.00 a.m. to 11.00 a.m.
Technical Writing 2		
Technical Communication		

To take the exam, follow the instructions given below:

- Wear a mask throughout your presence in the college. Students who do not wear a mask are **NOT** allowed to enter the exam room.
- Keep a physical distance of at least 2 meters throughout your presence in the college.
- Bring your **college ID card**. If you do not have one, bring **any ID** that includes **your picture** (e.g. local resident identification, passport, driving license). Student who do not have an ID are **NOT** allowed to take the exam. **Photocopies of IDs and pictures of IDs on mobile phones are not acceptable. Similarly, no notes from any source (e.g. Course Teachers, Advisors, Student Affairs) will be accepted to allow students with no ID cards to take the exam.**
- Also, bring your stationery (e.g pencil, rubber) with you. **Exchanging or sharing stationery is NOT allowed.**
- Report to the exam room **10 minutes before** the exam starting time.
- **If you report to the exam room after the exam has started, you will NOT be given any extra time.** In fact, **NO** extra time will be given to you **for any reason**.
- Do not open the exam paper until you are instructed to do so.
- You may use a pen or a pencil to write the exam. However, your writing must be **clear enough to be read**.
- Use of mobile phones, Bluetooth, smart watches, and dictionaries in the examination room is **NOT** allowed.
- Cheating / malpractice in any form will be considered as a serious offence. If you are found to be involved in malpractice or cheating of any nature during the exam, you will **NOT** be allowed to continue **taking the exam** and will be instructed to **leave exam room**.
- You are allowed to leave the exam room only during the last 15 minutes of the exam.

Good luck with your exam.

Dr. Nasrin Al-Lawati
PF Academic Coordinator