

## **NTU-H3 Taught Module Guidelines for Unexpected Situations**

### **1. HOSPITALISATION**

- 1.1 If you are hospitalised, you must inform NTU through your H3 School Coordinator, at least 1 day before the date of the NTU-H3 Taught Module Written Examination.
- 1.2 You must submit a report from a qualified medical practitioner:
  - Indicating the diagnosis and reason you have been hospitalised; and
  - Certifying that you are medically fit to sit for the examination.
- 1.3 NTU will deliberate and decide if the examination will be administered to you in the hospital. This decision will be communicated to you through your H3 School Coordinator.
- 1.4 You will have to provide your own stationery, calculator, and other devices required when you sit for the examination in the hospital.
- 1.5 Special considerations may be granted at the sole discretion of the Module Lecturer.

### **2. INFECTIOUS DISEASE**

- 2.1 If you are suffering from an infectious disease, e.g. chicken pox, you must inform NTU through your H3 School Coordinator, at least 1 day before the date of the NTU-H3 Taught Module Written Examination.
- 2.2 You must submit a report from a qualified medical practitioner:
  - Indicating the diagnosis; and
  - Certifying that you are medically fit to sit for the examination.
- 2.3 NTU will deliberate and decide if the exam will be administered to you in isolation. This decision will be communicated to you through your H3 School Coordinator.
- 2.4 You will have to provide your own stationery, calculator, and other devices required when you sit for the examination.
- 2.5 Special considerations may be granted at the sole discretion of the Module Lecturer.

### **3. FALLING ILL WHILE THE EXAMINATION IS IN PROGRESS**

- 3.1 If you are not feeling well during the examination, you should inform the invigilators immediately.
- 3.2 No special arrangement will be made should you fall ill while the examination is in progress.
- 3.3 You may leave the examination venue to seek medical attention. You will be required to obtain a medical certificate (MC) from a qualified medical practitioner. The MC must indicate the time you arrived at the doctor's clinic.
- 3.4 You will not be allowed to re-enter the examination venue even if you manage to return before the end time of the paper.
- 3.5 Special considerations may be granted at the sole discretion of the Module Lecturer.

#### **4. MEDICAL EMERGENCY WHILE THE EXAMINATION IS IN PROGRESS**

- 4.1 In the event of a medical emergency occurring while the examination is in progress, the invigilator will alert NTU. An ambulance will be called.
- 4.2 Special considerations may be granted at the sole discretion of the Module Lecturer.

#### **5. MAJOR TRAIN SERVICE DISRUPTIONS**

- 5.1 You must contact Talent Outreach at 6790 6633 immediately.
- 5.2 You do not have to obtain an excuse chit from the train operator if the train disruption has been announced on the operator and/or reported by the media.
- 5.3 You must find an alternative means to make your way to the examination venue.
- 5.4 If you arrive at the examination venue after the paper has already started but before the end time of the paper, you should still identify yourself to the invigilator and inform him/her of the reason for your late arrival. You will be given the full duration to sit for the paper.

#### **6. OTHER UNEXPECTED SITUATIONS**

- 6.1 You must contact Talent Outreach at 6790 6633 immediately if you encounter any unexpected situations which may result in you being unable to reach the examination venue on time (e.g. a massive traffic jam or serious flood).
- 6.2 You should continue to make your way to the examination venue and keep Talent Outreach and your H3 School Coordinator updated on the situation.

#### **7. CONTACT US**

- 7.1 If you need further information, you can contact Talent Outreach at 6790 6633 or email us at [TalentOutreach@ntu.edu.sg](mailto:TalentOutreach@ntu.edu.sg).