



Announcement of Khon Kaen University International College
(15 / 2560)

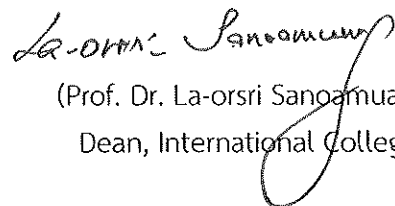
Final Examination; Proctors and Examination Rules

Dear : All Examiners,

- Attachments: 1) Examination's time table
2) List of Proctors for each course
3) Examination rules

Referring to Khon Kaen University International College, final examination will take place from the 17th – 19th July, 2017, all proctors are requested to attend the examination sessions as part of their job's responsibility at the times and dates as indicated on attachments.

Issued on June 13, 2017


(Prof. Dr. La-orsri Sangoamuang)
Dean, International College

Examination Paper Submission, Proctors and Examination Rules

Examination papers:

Lecturers must submit the original exam paper in hard copy at least 14 days prior to the beginning of the exam period. Failure to do so may result in the lecturer being responsible for making his/her own exam package.

Examination Rules

1. The proctors pick up the examination package and distribute the examination papers at least 20 minutes before the examination begins at room no. 922 (9th floor).
2. Students are not allowed to enter the examination hall before permission is granted.
3. Students who are late, but not more than 30 minutes after the examination has begun, must seek permission of the proctors and administrator before entering the examination hall.
4. Students who are more than 30 minutes late after the examination has begun are not allowed to enter the examination hall.
5. Students are not allowed to bring mobile phones, calculators, lecture notes, texts and books into the examination hall unless written permission is granted by the lecturer.
6. Students are not permitted to leave the hall before 45 minutes after the examination has begun.

7. Cheating or Attempting to cheat:

7.1 If there is evidence or proof of cheating or attempting to cheat, 2 proctors must file a written report to the administrator. The student then must sign the acknowledgement form prepared by an academic officer.

7.2 All evidence and exam papers must be submitted to the academic officer immediately for further investigation.

7.3 The student can continue the exam after the academic officer has taken pictures of the exam paper.

8. Students are required to immediately stop writing on the examination paper when examination's time is over.

9. Proctors then collect the examination paper and sort them according to the Students' ID numbers. After making a final check of completion of the examination, papers are packed in the examination package.

10. If any student cannot take the examination during the instructed time and date due to unexpected events, the student must do the following;

10.1 The student must contact the administrator immediately and explain the reason why the student cannot take the exams. The student may be allowed to take the exam if the reasons are valid and that it is considered an unexpected event making it impossible for the student to take the examination on the instructed time and date

10.2 The administrator will inform the student when and where to take the examination. The student may be allowed to take the examination on the same day depending on the consideration of the administration.

10.3 If the examination cannot be arranged on the same day, the student must submit an excuse and permission letter to the dean through his/her adviser for consideration of a make-up exam

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Date	Time	Subject	Sec	Total	Room	Proctors	Remarks
Monday July 17, 2017	9.00 - 12.00	049101 Principles of Management	1	90	926	Mr. Pitipong Pimpiset	
	13.00 - 16.00	050321 Product & Operations Management 050111 Business Economics	1 1	20 21	926	Ms. Chanadda Manoooyarath Mr. Kittiphod Charoontham Mr. Suthai Katima	
Tuesday July 18, 2017	9.00 - 12.00	050140 Business Computing	1	25	Com Lab 5th Floor	Mr. Pitipong Pimpiset Dr. Dylan	
	13.00 - 16.00	049022 Wellness Dimensions 049022 Wellness Dimensions	1 2	64 48	926	Mr. Kevin Jones + Mr. Kittiphod Ms. Chanadda Manoooyarath	
Wednesday July 19, 2017	9.00 - 12.00	049041 Information Literacy	1	68	926	Dr. Michael Hudson	
	9.00 - 12.00	049041 Information Literacy	2	49		Dr. Dylan + Mr. Kevin Jones	

Date	Time	Subject	Sec	Total	Room	Proctors	Remarks
Wednesday July 19, 2017	13:00 - 16:00	055110 English for Communication Arts	1	30	926	Mr. Suthai Katima Dr. Michael Hudson	