



Announcement

The Faculty of Graduate Studies, Mahidol University

Subject: Examination Procedure of MU GRAD TEST (Computer-based), B.E. 2562

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Whereas it is expedient to revise Schedule and Examination Procedure of English Proficiency Examination: MU GRAD TEST (Computer-based), in the Calendar Year 2017 for graduate students who are interested in taking the aforementioned examination to qualify for the Mahidol University English Competence Standards or for members of the public who are interested in taking the aforementioned examination, it is hereby enacted as follows:

1. The announcement of the Faculty of Graduate Studies, Mahidol University, whose subject was Schedule and Examination Procedure of English Proficiency Examination: MU GRAD TEST (Computer-based), in the Calendar Year 2017, announced on the date of 28th August B.E. 2560, is annulled.

2. Examinees

Examinees shall undergo the Examination Center's procedure as follows:

- 2.1. Examinees must present an original and valid ID document, Identification Card, Government ID Card, Driver's License Card, or Passport. Also, the name on the ID must exactly match the name that is used in registering for the examination.
- 2.2. Examinees must provide handwriting and signature samples.
- 2.3. Examinees may be videotaped at the Examination Center.
- 2.4. Examinees must comply with the dress code, proper and appropriate:
 - 2.4.1. Short or long sleeve shirt, blouse, or dress
 - 2.4.2. Skirt with proper length or long pants
 - 2.4.3. Court shoes, flats, or slingbacks
- 2.5. Examinees who dress improperly may not be allowed to take the examination by the examination administrators. Any examinee that has been denied entry to the examination room will not be eligible for a refund.
- 2.6. Examinees that arrive at the Examination Center after the examination room is secured will not be allowed to take the examination.

Timetable of the Examination Rooms

Examination Venue: Faculty of Graduate Studies Building,

Mahidol University (Salaya Campus)

Rounds	Doors Opening time	Doors Closing Time	Exam Starting Time
Morning	08:30 a.m.	08:55 a.m.	09:00 a.m.
Afternoon	12:30 p.m.	12:55 p.m.	01:00 p.m.

Timetable of the Examination Rooms

Examination Venue: Srisavarindira Building,

Mahidol University (Bangkok Noi Campus)

Rounds	Doors Opening time	Doors Closing Time	Exam Starting Time
Afternoon	12:30 p.m.	12:55 p.m.	01:00 p.m.

3. Personal belongings

- 3.1. Examinees are not permitted to take any case or bag and/or mobile devices into the examination room.
- 3.2. Examinees are not allowed to record or photograph examination materials and examination atmosphere of examinees.
- 3.3. Faculty of Graduate Studies' Examination Center does not assume responsibility for any lost or stolen personal belongings.

4. Before the Examination

- 4.1. Examinees' seats will be assigned by the examination administrator.
- 4.2. Examination premises may be videotaped for security reasons.
- 4.3. Beverages or snacks are not allowed in the Examination Room except for health-related needs are related. The permission relies on the examination administrator's judgment.
- 4.4. Examinees are not allowed to leave their seats except that the reasons of leaving are accepted by the examination administrator.
- 4.5. Examinees are required to present their proof of identities when entering and exiting the examination room.

5. During the Examination

- 5.1. Examinees are allowed to enter the examination room only when being instructed by the examination administrator.
- 5.2. If examinees need help for any reason, they are required to raise their hand.
- 5.3. Only scratch paper, provided by the Examination Center, will be used in the examination room.
- 5.4. Any mark on the examination materials is prohibited. If it is found, suspicious behavior may be considered.
- 5.5. Removing or attempting to remove any examination contents, scratch paper or notes relating to the examination is prohibited. Examination contents or any part of the examination contents must not be removed, reproduced and/or disclosed to any person or entity by any means, including by hard copy, verbally, and electronically.
- 5.6. Disturbance by engaging in any kind of disruptive or threatening behavior must not be created. Disruptive behavior in any form will not be tolerated. The Examination Center supervisor has sole discretion in determining what constitutes disruptive behavior. Such examinees may be asked to leave the examination room.
- 5.7. Receiving or attempting to receive help or giving or attempting to give help must be avoided. Communication in any form is prohibited, including discussing or sharing examination questions, topics or answers during the examination, and discussion or sharing examination questions, topics or answers after the examination. This also includes communication via chat, message board or forum, short message service (SMS) or text messages.
- 5.8. Examinees are required to be in the examination room until the examination session is ended.

6. After the Examination

- 6.1. Scratch paper must not be taken out of the examination room. By doing so, suspicious behavior will be reported.
- 6.2. Seven (7) days after the examination date, the MU GRAD TEST score result will be posted on www.grad.mahidol.ac.th by logging in to MU GRAD TEST accounts and selecting “View Scores” on the Faculty of Graduate Studies home page.

The Faculty of Graduate Studies reserves the right to take any action it deems appropriate including banning any examinee who fails to comply with examination procedure from future examination and holding or canceling the scores. If the scores are canceled, the examinees' examination results will not be reported and examination fee will not be refunded.

7. Emergency case

If any examinee is unable to take the examination for any appropriate reason, the examinee should contact the Language Center, Faculty of Graduate Studies for consideration within 7 days prior to the examination date. The request shall be under the deliberation of the Dean of the Faculty of Graduate Studies or authorized examination supervisor whose decision is considered final.

8. Rescheduled examination

On occasion, weather conditions or other circumstances beyond control may result in a delayed start or a reschedule of the examination or scores may be canceled after the examination has been taken. If any examination is rescheduled by the Faculty of Graduate Studies before the examination is taken, the examinees can select a different examination date and will not be charged for the rescheduling fee.

9. Improper behavior leading to examination barring

The following behaviors are prohibited.

- 9.1 Taking books, notebooks, notepads, documents, bags, backpacks, briefcases, recording and photographic devices, calculators or other calculating devices, and/or mobile devices into the examination room.
- 9.2 Copying the examination and/or answers of the examination
- 9.3 Sharing papers, texting, or sending electronic messages during exam administration
- 9.4 Impersonating someone else on an examination or sending another person to take the examination
- 9.5 Changing seats during the examination
- 9.6 Leaving the examination room before examination concludes and examinees are dismissed
- 9.7 In any other case, examination administrators have right to consider. Examinees who are dismissed due to prohibited behaviors will be barred from the future examination for 1 year.

If scores are placed on hold, examinees will not be able to send score reports to any institution or agency until the investigation is complete and the scores are released.

10. Reporting Suspicious Behavior

Suspicious behavior that may cause a disturbance shall be reported by contacting the Language Center, Faculty of Graduate Studies. All reported incidents of fraud are seriously taken and shall be closely investigated. The identity of any person making such a report will be held in confidence. The contact information for such behaviors is provided below:

Phone: +66 (0)2-441-4125 Ext. 150-152

Fax: +66 (0)2-441-9317

Email: mufgs.lc@gmail.com

Examinees are required to seriously comply with the examination procedure. Any violation may lead to examination-marking cancellation and/or examination barring, as well as legal action.

Announced on **2** April, 2019



(Prof. Dr. Patcharee Lertrit, M.D.)

Dean of the Faculty of the Graduate Studies