

## IMPORTANT INFORMATION FOR EXAM CANDIDATES

Please note exams will be conducted for the following Specialist Diploma programmes:

**Building Cost Management; Building Information Modelling; Construction Management; Facilities & Energy Management; M&E Coordination**

### ABSENCE FROM EXAMINATION

- Candidates absent from Exam with valid reasons due to extenuating circumstances such as severe illness or absence in hospital have to provide documentary proofs and submit the Leave of Absence (LOA) form\* with supporting documents within *3 working days from the exam date*.
- For Medical Certificate (MC), this should state that the candidate is **UNFIT TO SIT FOR EXAMINATION**.
- *Misreading the exam timetable, claiming travel bookings are made or leaving on a holiday prior to the completion of the exam period are unjustifiable reasons for absence of exam. The School has the right to decline an application if the reason(s) are deemed unacceptable.*

### EXAMINATION RULES

- You need to bring your Student ID/ID Photo card and place them at top right-hand corner of your table.
- You must read and understand the Examination rules printed at the back of the exam booklet to avoid any breach of the School's Academic Misconduct Requirements.
- **NO HANDPHONE, SMARTWATCHES OR OTHER ELECTRONIC DEVICES** allowed in exam venue.
- NO bags are allowed in the exam venue. *BCAA will not be liable for the loss of your valuables.*
- NO sharing of calculators or other items between candidates.
- For Open Book Exams: Only reference materials in paper form are allowed.
- NO talking is allowed. Candidate who wishes to communicate with an invigilator must remain seated and raise their hand.
- NO candidates allowed to leave the exam venue within the **first 30 minutes** and **last 15 minutes** of the examination. Candidate must not leave their seat without the permission of the invigilator.

### NOTE:

- Candidates who require special assistance (eg. students on wheelchair, etc.), are to inform the Student Services Centre at least **3 working days** in advance.
- All forms to download from Student Portal. Completed forms to submit to Student Services Centre
- Student Services Centre  
studentservicescentre@bcaa.edu.sg

## SPECIAL INSTRUCTIONS DURING FASTING MONTH

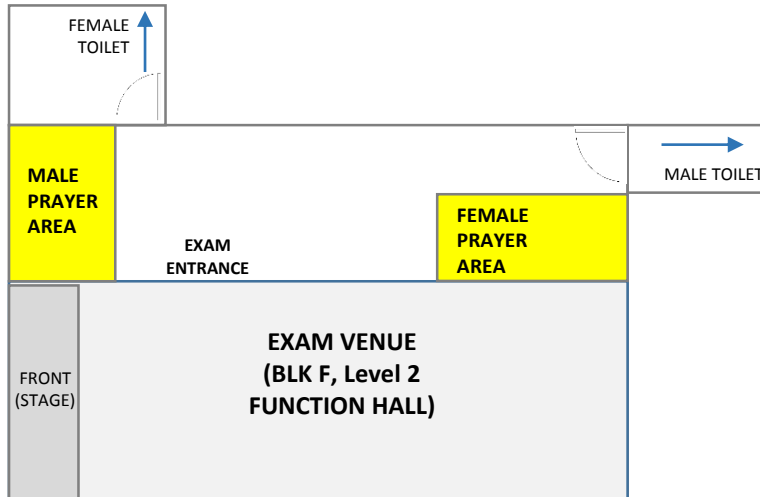
As the exams are conducted during the **Ramadan** period, Muslim students are allowed to bring food (eg. dates, water or **small snacks**) into the Exam venue to break their fast. We seek your cooperation to minimise any disturbance to other students while consuming your food.

### PRAYER

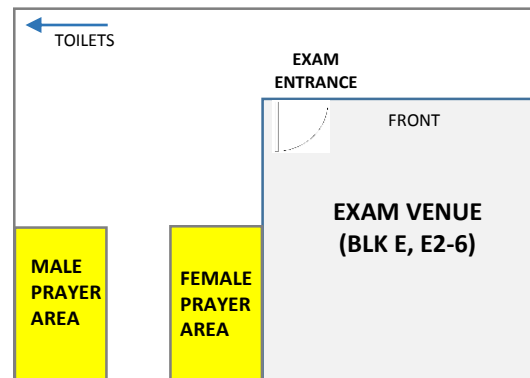
Two separate areas for Male & Female have been designated for prayers outside the Exam venue (refer location map below)

Please take note of the following to perform your prayers :

1. Write down your **name and seat no.** on **Prayer Form** at the front of exam hall when you **enter (before the start of the exam)**
2. Presiding Examiner (PE) will make an announcement during the exam for you to go for your prayers.  
*(To save time, it would be most appreciated if you can carry out your ablution before entering the hall i.e. before 6:30pm)*
3. After your prayers, **sign** on the **Prayer Form** and indicate the **time of return** to the Exam venue.
4. An extension of time will be given to candidates performing prayers : **additional of 15 mins (maximum).**



**(A) Location of Prayer Areas for FUNCTION HALL**



**(B) Location of Prayer Areas for E2-6**

Note:  
Direction of prayer



# Specialist Diploma Common Examination Schedule Jun 2017

## 19 to 23 June 2017

Time:  
6.30 to 8.30 PM

Duration:  
2 hrs

Venue:  
**FUNCTION HALL (Block F, Level 2) or E2-6 (Block E, Level 2)**  
(Exam venue subject to change. Refer to notice board at Blk E, 2nd storey on exam day)

SPECIALIST DIPLOMA PROGRAMMES		MON 19 Jun 2017	TUE 20 Jun 2017	WED 21 Jun 2017	THU 22 Jun 2017	FRI 23 Jun 2017
Building Cost Management (SDBCM)	16th intake (Sem 1)	SBC103 Cost Estimating	–	SBC 101 Building Technology and Services	–	SBC 104 Contract Admin and Procurement Principles
	15th intake (Sem 2)	–	SBC 107 Building Law	–	–	–
Building Information Modeling (SDBIM)	15th intake	SBM 386 BIM for Construction Planning and Coordination	–	SBM 383 BIM Standards and Implementation Strategies	–	–
Construction Management (SDCM)	21st intake (Sem 1)	SCM 101 Construction Processes	–	SCM 105 Management of Construction Contracts	–	–
	20th intake (Sem 2)	–	SCM 104 Quality, Environment & Safety Management	–	SCM 108 Supply Chain Management	–
Facility & Energy Management (SDFEM)	30th intake (Sem 1)	SFM 105 Electrical Systems	–	SFM 104 Mechanical Systems	–	SFM 101 Facility Management & Building Legislation
	29th intake (Sem 2)	–	SFM 102 Energy Management & Renewable Energy	–	SFM 103 Building Retrofit & Maintenance	–
M&E Co-ordination (SDME)	26th intake (Sem 1)	Paper 1	–	Paper 2	–	–
	25th intake (Sem 2)	–	Paper 5	–	Paper 3	–

**END OF  
EXAM  
PERIOD**

*Official release of results for ALL programmes (excluding SDCP) is from*

**Sat, 12**

**Aug  
2017  
onwards**