

University of Technology and Applied Sciences-Muscat
Preparatory Studies Centre
University General Requirements
English for Academic Purposes (EAP)
Make-up Final Examinations (Spring Semester, 2023-2024)
Instructions to Students

The University General Requirements **Final Exams** are scheduled for **Wednesday, 4th September 2024**, as per the details given below.

	Exam	Duration	Time	Venue
Session 1	UNEN1102 English for Academic Purposes	2 hours	9:00a.m. – 11:00a.m.	PSC: B 003
	UNEN1203/ENTW1200 Technical Writing	2 hours	9:00a.m. – 11:00a.m.	PSC: B001
	ENGL2100 Technical Communication	1 hour	9:00a.m. – 10:00a.m.	PSC: B022

To take the exam, follow the instructions given below:

- 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). Students who do not have an ID are **NOT** allowed to take the Final 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 Final 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 starts.
- **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.**
- You may use a pen or a pencil to write the exam. However, your writing must be **clear enough to be read.**
- Do not open the exam paper until you are instructed to do so.
- 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 Final Exam, you will **NOT** be allowed to continue **taking the exam** and will be instructed to **leave exam room.**
- **You are not allowed to leave the exam room until half of the exam time has passed.**

Listening Exam guidelines:

1. After answering **Section 1 (Reading)**, the invigilator will **NOT** collect the papers.

2. Then you will first receive the Note-taking Form where you must write your notes while listening.
3. Write your full name and ID on the form and get ready to take notes.
4. Once the recording is played, start taking notes.
5. You will listen to the recording **twice**.
6. While listening to the recording for the second time, finalize your notes.
7. You will receive the **Listening Question Paper, do not open it until you are instructed to do so.**
8. **Once instructed**, write your name and ID on the Question Paper.
9. You will be given **15 minutes** to read the questions and answer using your notes.
10. You must write your answers on the Question Paper.
11. Once you hear “That’s the end of Listening Questions”, you must **stop writing**.
12. **The invigilator will NOT collect your Listening papers.**
13. The Listening exam papers will be collected at the end of the entire exam.

Good luck with your exam.

Khulood AL-A’di
GR Academic Coordinator