

## **Rules and regulation for all examinations**

1. Please be informed that effective from **01/06/15** all examinations ( City & Guilds or West College Scotland or Internal Examination or Final Examinations) may be postponed upon request from students with valid reason for **once** only. The students must submit a letter of request for postponement of examination at least **2 weeks** before the relevant exam dates to administration department. The management will not entertain any appeal should the above condition are not complied.
2. Straightly **no postpone** for **JPK examination**.
3. Every student was given a time for the exam / presentation. It's considered **failed**, if the student late for the examination.

The Management of Era Technology

Date : 29/05/15