

CESGA Online Exam Policy for Physical Venue in Singapore

1. Required Identification

Candidates must present an original, valid photo identification document for verification before entry. The name on the ID must exactly match the name used for CESGA exam registration. Acceptable IDs include the Singapore NRIC, passport, or Employment Pass.

2. Venue and Timing

Candidates should arrive at the examination venue at least **30 minutes prior** to the exam start time to complete check-in and verification procedures. Late arrivals after the official start time will **not be admitted**.

3. Computer Equipment

The Singapore Venue **does not provide laptops or accessories**. Candidates must bring their own laptop and charger. While power sockets will be available on site, candidates are strongly advised to ensure their laptops are **fully charged before the exam** to minimize disruptions.

Stable Wi-Fi will be provided; backup connectivity is in place to ensure smooth exam access. Technical support contact information will be displayed on screen during the exam.

4. Storage of Personal Belongings

All personal items (excluding laptop, charger, and identification document) must be stored in the designated area upon arrival. Mobile phones, tablets, and smartwatches must be **switched off completely** and stored away. The venue operator and partner institutions will not be held responsible for loss or damage of any personal items. Candidates are encouraged to leave valuables at home.

5. Movement During Examination

Candidates are **not permitted to leave** the examination room during the exam, except in the case of emergencies. After the first 15 minutes of the exam, candidates who complete their exam early may leave quietly, but **re-entry will not be allowed**.

6. Refreshments

Eating and drinking, including water consumption, are **not allowed** inside the examination room.

7. Academic Integrity Requirements

To maintain the integrity of the examination, all candidates must adhere to the following rules:

- Candidates must only work at their **assigned desk** and access only authorized websites as directed by the invigilator.
- Only the **laptop, charger, mouse, and identification document** may be present on the desk.
- All other personal items, including stationery, notes, water bottles, or external drives, must be kept in the designated storage area.
- **Communication of any form** (including whispering, gestures, or using devices) with other participants or outside individuals is strictly forbidden.
- **Recording, photographing, or capturing** any part of the examination content in any format is prohibited.
- Examination content is **strictly confidential** and may not be shared, copied, or discussed with anyone before, during, or after the exam.

Any breach of these rules will lead to immediate disqualification and possible invalidation of the exam results.

8. Invigilation and Conduct

The exam will be **invigilated locally** by the partner institution, Global Green Connect. All invigilators will ensure compliance with EFFAS standards regarding exam conditions, candidate identity verification, and misconduct prevention.

9. Limitation of Liability

EFFAS and the Global Green Connect (GGC) partner reserve the right to modify these policies and exam arrangements as required. Neither organization will be liable for disruptions beyond their control, such as technical malfunctions or venue interruptions. No refunds or compensation will be granted under such circumstances.

10. Additional Regulations

In all instances not specifically covered by this guideline, the **CESGA Online Exam Guide** and **Official EFFAS Policies** will take precedence as the definitive reference.