



# SINGAPORE QUALITY INSTITUTE

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ROS Ref No: ROS 245/1970 TAP GST Reg No: M90010688N

## SCHEDULE OF EXAMINATIONS

### **IMPORTANT NOTE:**

THE FOLLOWING EXAMINATIONS ARE APPLICABLE ONLY TO CANDIDATES WHO HAD ENROLLED FOR THE RESPECTIVE CERTIFIED COURSES CONDUCTED BY SINGAPORE QUALITY INSTITUTE

*Updated: 8<sup>th</sup> Jan 2016*

COURSE NAME	INTAKE	EXAM DATE	EXAM TIME
CERTIFIED QUALITY ENGINEER	69	16 <sup>TH</sup> APR 2016	8.30AM-2PM
CERTIFIED QUALITY MANAGER	31	20 <sup>TH</sup> FEB 2016	9AM-1.15PM
CERTIFIED SIX SIGMA GREEN BELT	26	23 <sup>RD</sup> JAN 2016	9AM-11AM
CERTIFIED SIX SIGMA BLACK BELT	21	9 <sup>TH</sup> APR 2016	8.30AM-1.30PM
CERTIFIED QUALITY SUPERVISOR	58	12 <sup>TH</sup> MAR 2016	8.30AM-11AM
CERTIFIED QUALITY INSPECTOR	19	28 <sup>TH</sup> MAY 2016	9AM-12NOON

- Above examination dates shown are subject to confirmation upon commencement of the course intake
- Candidates who intend to re-sit for the examination must register with the SQI Secretariat at least four (4) weeks prior to the exam date and pay the re-exam administrative fee to confirm participation.
- All examinations will be held in the premises of SQI (address shown as above) unless otherwise advised.
- Candidates must abide strictly to the following General Rules of Course Examination.

## GENERAL RULES OF COURSE EXAMINATION

### 1. **ELIGIBILITY TO SIT FOR EXAMINATION**

- 1.1 Candidates must attain minimum 75% class attendance, regardless of any leave of absence allowed for medical reasons; official overseas trips or NS reservist within the course duration, to be eligible to sit for examination.
- 1.2 SQI reserves the right to remove the name of any candidate from the examination list if the candidate does not meet the attendance requirements.

### 2. **ABSENCE FROM EXAMINATION**

- 2.1 Leave of absence may be granted on the following reasons:
  - a. Reservist
  - b. Medical grounds
  - c. Official overseas assignment
  - d. Bereavement of parents, spouse and children

- 2.2 **All leave of absence must be supported by documentary evidence.**
- 2.3 The candidate upon submitting the relevant documentary evidence shall be allowed to sit for the next available examination.
- 2.4 Any candidate absenting himself from the examination without valid documentary evidence shall be deemed to have sat and failed the exam. Candidates who are unsuccessful in the first exam attempt will be allowed 2 more chances to retake the exam and must attempt the second or third re-exam at the next available exam set for the course.
- 2.5 Any candidate who intends to re-sit the exam is responsible for finding out the date of next scheduled exam from SQI and register at least 4 weeks prior to exam date. All re-exam sittings must be attempted within two years from the date of course commencement. A non-refundable fee of S\$214 (7% GST included) is payable for each re-examination.

### **3. RULES OF CONDUCT OF EXAMINATION**

- 3.1 No candidate is allowed to enter the examination room 30 minutes after the start of the examination.
- 3.2 No candidate is allowed to leave the examination room during the first 45 minutes of the examination.
- 3.3 Candidates must bring along their identity cards and place them at the right hand corner of the desks at the commencement of the examination.
- 3.4 Candidates shall not study the examination paper or commence writing until the Invigilator has given permission to do so.
- 3.5 No communication by word of mouth or otherwise among candidates is allowed during the examination. Any candidate who wishes to communicate with the Invigilator must raise his/her hand.
- 3.6 Candidates must not leave their seats without the permission of the Invigilator.
- 3.7 Candidates are not allowed to eat, drink or smoke in the examination room.
- 3.8 Unless otherwise informed, candidates are not permitted to take into the examination room, any equipment, books, papers, written documents, pictures and drawings. Palmtop computers, laptops, cell phones, headphones or any recording device are NOT allowed. The candidate must surrender any prohibited item brought in to the Invigilator without demand.
- 3.9 At the end of the examination, all question papers and answer booklets, used or unused papers must be returned to the Invigilator.

### **4. EXAM MATERIALS**

- 4.1 Candidates are required to bring the following materials:
- a) Writing instruments.
  - b) A non-programmable, cordless and silent calculator.
- 4.2 Any reference materials provided must be returned at end of exam.