



# SINGAPORE QUALITY INSTITUTE

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## 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 January 2010*

COURSE NAME	INTAKE	EXAM DATE	EXAM TIME
CERTIFIED QUALITY MANAGER	18	20 MAR 2010	9.00 am – 1.15 pm
CERTIFIED QUALITY ENGINEER	53	03 APR 2010	8.30 am – 2.00 pm
CERTIFIED QUALITY INSPECTOR	47	(17 APR 2010)	9.00 am – 12.00 pm
CERTIFIED SIX SIGMA GREEN BELT	14	(15 MAY 2010)	9.00 am – 12.00 pm
CERTIFIED QUALITY TECHNICIAN	11	(12 JUN 2010)	9.00 am – 12.00 pm
CERTIFIED SIX SIGMA BLACK BELT	12	19 JUN 2010	8.30 am – 1.30 pm
CERTIFIED QUALITY SUPERVISOR	50	26 JUN 2010	8.30 am – 1.00 pm
CERTIFIED RELIABILITY ENGINEER	24	10 JUL 2010	9.00 am – 1.00 pm
CERTIFIED SERVICE QUALITY EXECUTIVE	1	-	-
CERTIFIED SERVICE QUALITY	6	-	-

- Above examination dates shown in brackets 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.

## IMPORTANT NOTE FOR SDF FUNDING ASSISTANCE

**Course Participants who have obtained SDF subsidy are required to achieve at least 75% class attendance; sit for examination held at the end of course and submit project for assessment (if any) within the stipulated period. Upon failure to comply with the required attendance and examination rules, the Sponsor-Company/Participant will have to reimburse SQI, without demand, the total amount of SDF subsidy granted.**

### **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\$107 (7% GST included) is payable for each re-examination.

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

- 3.1 No candidate is allowed to enter an 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 an 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 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 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. PASSING OF EXAMINATION**

- 4.1 It is compulsory for candidates to sit for every selection of the examination paper.
- 4.2 A candidate may fail one of the sections in the examination, however he can still pass the written examination provided that the overall marks meet the required standard set by the External Examination Board/Education Committee.
- 4.3 **Certified Six Sigma Black Belt course:** Passing the written examination alone will not qualify the candidate as a Certified Six Sigma Black Belt. In order to graduate as a Certified Six Sigma Black Belt, the candidate must also pass the assessment of a Six Sigma Black Belt project which has to be presented within 2 years from the commencement date of study.

### **5. EXAM MATERIALS**

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

*NOTE: SQI reserves the right to amend any of the above rules and regulations without prior notice.*