



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: 01 JUNE 2009

COURSE NAME	INTAKE	EXAM DATE	EXAM TIME
CERTIFIED QUALITY MANAGER	17	26 SEP 2009	9.00 am – 1.15 pm
CERTIFIED QUALITY TECHNICIAN	10	03 OCT 2009	9.30 am – 12.30 pm
CERTIFIED SIX SIGMA BLACK BELT	11	10 OCT 2009	8.30 am – 1.30 pm
CERTIFIED QUALITY INSPECTOR	46	(07 NOV 2009)	9.00 am – 12.00 pm
CERTIFIED QUALITY ENGINEER	52	14 NOV 2009	8.00 am – 1.30 pm
CERTIFIED RELIABILITY ENGINEER	23	21 NOV 2009	9.00 am – 1.00 pm
CERTIFIED SIX SIGMA GREEN BELT	13	(28 NOV 2009)	9.00 am – 12.00 pm
CERTIFIED QUALITY SUPERVISOR	50	(12 DEC 2009)	8.30 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 administrative fee of S\$53.50 (GST included and non-refundable) to confirm participation.
- Candidates must abide strictly to the following [General Rules of Course Examination](#).
- All examinations will be held in the premises of SQI (address shown as above) unless otherwise advised.

GENERAL RULES OF COURSE EXAMINATION

1. ELIGIBILITY TO SIT FOR EXAMINATION

- 1.1 Candidates must attain 75% class attendance (the 75% class attendance is **exclusive** of all leave of absence, e.g. medical leave, official overseas attachment, etc) to sit for the 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 regulations, 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 relevant documentary evidence shall be deemed to have sat and failed the examination. Candidates who unsuccessful in the first exam attempt will be allowed to re-sit for two more re-examinations and must attempt the second or third re-examination at the next available examination set for the course.
- 2.5 Candidates who intend to re-sit the exam are required to find out the date of the next scheduled examination from SQI office 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 administrative fee of S\$53.50 (inclusive of 7% GST) 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 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. 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 presentation of a Six Sigma Black Belt project which has to be submitted 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.