

## **Exam Rules**

- 1)** Unauthorised materials should not be brought into the exam venue. Such items include:  
Communication devices, including mobile phones, smart watches, or other electronic, mobile, technical or computing equipment capable of accessing the internet, email, and/or storing data including notes and photographs; all papers, including blank paper, notes, and Textbooks (unless permitted by the instructor).
- 2)** Mobile phones, smartwatches, and headphones should be left on the proctor's desk with a valid ID. Responsibility for these devices belongs to the students.
- 3)** Students arriving after the first 20 minutes of the exam will not be admitted to the exam. No additional time is given to late students. You may not leave the exam room during the first 30 minutes or during the final 5 minutes of your exam. You will be notified by the Senior Invigilator when there are ten minutes remaining.
- 4)** The student who left the exam hall will not be admitted to the exam hall again.
- 5)** Students are obliged to sign the exam attendance report. Those who have signed the report are obliged to deliver the exam paper. Those who do not have a signature on the report are considered not to have taken the exam.
- 6)** A valid ID card should be placed on your desk during the exam, where it can be checked by the inspector/proctors.
- 7)** No food or drinks, other than still water, are permitted except under special circumstances as approved and directed by the exam proctor.
- 8)** If there were any non-permitted items, whether or not they have been used, or were unintentionally or intentionally retained, near your seat, you should report the exam proctor before beginning the exam.
- 9)** No exchange of equipment is allowed during the exam.
- 10)** You must not communicate or attempt to communicate with anyone (except the invigilators) inside or outside the exam venue during the exam, focus only on your own papers, and not look at others' exam papers.
- 11)** The exam proctor has the right to rearrange the seating plan to maintain the exam hall's order.
- 12)** If the Proctor has reasonable grounds for thinking that a student has committed a breach of the rules relating to conduct during and or after the exam, the Proctor prepares a written report. The student will be subject to disciplinary action under the university's bylaw.