



## GENERAL EXAMINATION REGULATIONS

It is the responsibility of the student to confirm the date, time and place of the examination by checking examination schedules.

All students must sit for their exams in the rooms to which they have been assigned. A student whose name is not on the official exam list for a particular room can only be accepted to take the exam there if the exam room invigilator has been informed of this change by the course instructor or Faculty Exam Coordinator. In such circumstances the invigilator adds the name of the student to the exam list.

Students should be present at least 5 minutes before the start of an examination but should not enter the examination room until requested to do so by the invigilator.

Students will sit at the desk indicated by the invigilator or in accordance with the order on the 'exam attendance list'. The invigilator may change the seats of students during the exam if s/he deems this to be necessary.

Students will not be permitted to enter the examination room after the first 30 minutes of the examination have elapsed.

No student may leave the examination room during the first 30 minutes of the exam.

Under no circumstances, (even for use of the washroom), can students leave and then return again to the examination room. In the event of any need for special arrangements due to medical or other conditions, course instructors must be notified at least one week in advance of the exam date.

Students are required to present their EMU ID card, or alternative photo ID, as proof of identity. They must leave their IDs visible on their desks for the purpose of checking throughout the examination. Students who do not present a valid ID will only be allowed to sit the exam with the approval of their instructors.

Students are requested to read the instructions at the head of the question paper before starting work.

Any material brought into the examination room may be inspected by the invigilator.

Students must not communicate with each other in any way during the examination. It is the responsibility of each student to ensure that he/she has an adequate supply of pens, pencils, erasers, calculators, etc., required for an examination. In exceptional circumstances invigilators may arrange the exchange of such materials between students, but students must never directly exchange such materials between themselves. All personal belongings, briefcases, bags, books, notes, pencil cases etc. must be placed in a designated area identified by the invigilator. In particular, students are not permitted to have a pencil case or equivalent on their desk.

Students may not bring blank paper into the examination room. All paper will be supplied by the invigilator. If a student is found in possession of any papers or notes after the commencement of the examination, they will be assumed to belong to the student and the student will be deemed to be in breach of examination regulations and treated as such whether those papers and notes are relevant to that examination or not.

The Faculty is not responsible for the loss of personal belongings during an examination, and students are encouraged to leave valuables at home. Students are required to switch off mobile phones and place them with their belongings in the designated area if they choose to bring them to the exam room. If a student is found in possession of mobile phones or any other electronic device (among others, MP3 players, laptop computers, electronic dictionaries etc.) during the examination, the student will be deemed to be in breach of examination regulations and will be liable to face disciplinary proceedings.

Students must ensure they have no written material on persons as this will be assumed to be in breach of examination regulations and treated as such whether relevant to that examination or not. Likewise, if they do not inform the invigilator of material written on the desks, chairs, walls or anywhere else within sight of where they are sitting before the exam begins this may be assumed to be a breach of examination regulations.

Students found copying, communicating with another student, or using any unauthorized materials may be expelled from the room or required to remain seated until the invigilator has initiated necessary procedures.

Students who do not abide by these written regulations and/or the verbal instructions of invigilators, or who behave in an unruly or threatening manner will be liable to face disciplinary proceedings.

In case of any breach of examination regulations, a written report on the incident will be submitted by the invigilator to the instructor. A copy of the written report will be submitted to the Dean's Office.

All examination materials are the property of the Faculty and may not be removed from the examination room under any circumstances. It is the responsibility of each student to ensure that all examination materials are handed to the invigilator. All examination materials will be collected by the instructor from the invigilator at the end of the examination.