

# **Rules for Examination Hall**

**PLEASE INFORM THE STUDENTS ABOUT THESE GUIDELINES PRIOR TO THE EXAM.**

1. The door of the Examination Hall will be opened only upon arrival of the course instructor.
2. The instructor will check students' ID cards during examinations.
3. The instructor is authorized to verbally warn/move the student or seize the answer script if cheating occurs.
4. Unruly behavior of the students toward the instructor is considered as a serious offence.
5. **Students shall not leave the examination room temporarily during the period of the examination. A student who leaves the examination hall during the examination must submit his/her answer script to the instructor.**
6. Students are required to bring their own pens, pencils, erasers, calculators, rulers etc. While the examination is in progress they are not allowed to borrow these items from other students.
7. Only simple function calculators or scientific calculators are permitted in the examination. Programmable calculators, laptops, digital diaries, smart watches etc. are not permitted inside the examination hall.
8. **The use of mobile phone is not permitted in the examination hall and students must switch off or put on silent mode their mobile phones before entering the examination hall.**
9. Students are not allowed to keep books, papers, or other materials with them during the examination except for open book examinations. Bags and other such articles must be left in designated areas in front of the examination hall.
10. In case of open book examinations students are not allowed to borrow books or any other materials from another student.
11. Students who wish to seek the attention of the instructor during the examination shall do so by raising their hand.
12. **Students are reminded that cheating in an examination is considered a serious offence which would lead to expulsion from the examination. The following would be treated as "cheating" during an examination:**
  - **Communicating or trying to communicate in any way with fellow students**
  - **Attempting to view examination papers of others**
  - **Using unapproved examination materials, such as: mobile phones, formulas etc.**
  - **Possessing "cheat sheets"**
  - **Writing on desk, body parts, dress, scale or in any other materials**

**If a student is caught cheating (irrespective of the extent) in any form his/her script will be marked "zero" in that examination, s/he will have to leave the examination room immediately and no makeup examination will be taken later. It is the responsibility of the instructor to carry this out.**