

Examination Guidelines for Students

Each student who is writing an exam needs to:

1. Ensure that they know the time and location of each exam;
2. Be on campus 15 minutes before the scheduled start of each exam and leave campus within 15 minutes after they finish their exam (unless special arrangements have been made);
3. Leave all electronic devices (including phones, dictionaries, programmable calculators, smart watches, etc.), papers, notebooks, study materials, as well as hats, jackets and backpacks in lockers prior to going to the examination room (note that noise canceling headphones or earplugs are permitted);
4. Bring pens, pencils, erasers, or anything else needed for writing the examination along with a water bottle if desired (note that no food or drink other than water bottles will be allowed);
5. Be seated in the appropriate row in the exam room and not turn over exam papers until instructed to do so by the exam supervisor.

Further instructions will be given by the exam supervisor at the time of each exam.