



Student Guide on Examinations Regulations

Exams Committee
Coordination and Follow Up Unit
Office of Vice Dean for Academic Affairs

In order to maintain the high academic standards within the University, these guidelines for conducting examinations are provided to prevent as well as to manage incidences of exam-related misconducts. In this regard, there are responsibilities for students.

These regulations shall apply to all examinations. Any violation of the regulations, whether committed intentionally or unintentionally, shall be regarded as misconduct and dealt according to the University's discipline procedures. Students must adhere to all KFU and instructor examination rules.

More information can be obtained from the Examination Office in the College of Engineering and the Vice Dean's Office for Academic Affairs.

Before The Exam

1. Check the timetable of the examination carefully and ensure that you have the correct date, time and location of your exams.
2. Make sure you know where the exams hall are.
3. Students are advised to come to the exam hall 15 min before the start of Exam
4. Check the sitting plan (if available) outside the exam hall. You must sit in your allocated seat. The invigilator have authority to change your seat anytime during the exam.
5. You are not allowed to bring Mobile phones and smart watches inside the exam hall.
6. Please use the restroom (toilet) before entering the examination room and the students are not be allowed in any circumstances to use restroom during the exam
7. Put all revision notes outside the exam hall before the start of the exam and do not keep them with you or under your desk.
8. It is your responsibility to check if you are allowed to bring a textbook into the exam hall. Unless informed otherwise, textbooks are not permitted. If your instructor allows textbooks to be used in examinations, check if any annotations are allowed.
9. As soon as you enter the exam hall, you must not speak to anyone other than the invigilator.
10. You may take materials into an exam hall such as pens, pencils, erasers, rulers and pencil sharpeners. Electronic calculators can be used only if permitted. Pencil cases are not allowed in the exam hall.
11. You must write your answers readably in blue pen and pencil may be used for diagrams.
12. You must bring your own calculator (if permitted) and you must not borrow a calculator during the exam. Make sure that your calculator has new, fresh batteries and is in good condition.

13. Students must use standard (non-programmable) calculator.
14. Anything written on hand, clothes, calculator etc. related to exam will be consider as cheating.
15. Avoid wearing any suspicious clothing, unless necessary, during exams such as hats, abnormal clothing ...etc.
16. Students must remove outer coats and jackets and leave them in a designated area in exam hall before proceeding to their allocated seat. In case of headwear, your face must be clear and not hidden by any clothing material under any circumstances.
17. Students are only permitted to bring one small bottle of water with them to exam hall for consumption during the exam unless it is stated that drinks are not permitted (for example in PC cluster).
18. Students must bring their university ID with clear photo. Invigilators will not allow any student in the exam hall without a clear ID.

During The Exam

1. You must sit on your allocated seat number (if available). Examination seat numbers are listed outside the exam hall.
2. Make sure you write your name and ID number clearly in each paper. You will not be given extra time at the end of the exam to write your information.
3. All students are required to have their Student ID Card present with them during the exam. The invigilator in charge will check your name on your ID card and make sure it matches with your details on the exam paper.
4. You must not have your mobile phone, smart watch or any other electronic storage device on your person when seated. Strick action will be taken against violator.
5. Exchanging calculator with other student is not permitted at all. You must bring your own calculator.

6. If a student needs to speak to the invigilator, he/she should raise his/her hand and remain seated.
7. Students are not allowed to receive any assistance pertaining the exam performance from anyone during the exam.
8. If a student is caught cheating (irrespective of the extent) in any form (e.g. communicating or trying to communicate in any way with fellow students, attempting to view examination papers of others, using unapproved examination materials, such as: calculators, mobile phones, formulas, possessing "cheat sheets" writing on desk, body parts, dress, scale or in any other materials) his/her script will be marked "zero" in that examination, he/she will have to leave the examination room immediately and no makeup examination will be taken later. He/She could fail the course and his/her case will officially be reported to concerned committee at university level for further action.
9. Students are not allowed to use dictionary unless otherwise stated by the instructor.
10. Generally, no extra papers will be provided to the students during the exam. Students are also not allowed to detach any paper from the answer booklet unless permitted by the course instructor.
11. Eating is not permitted in the exam hall without the special permission of the invigilator in charge.
12. Invigilators will not answer questions concerning examination content. Questions concerning possible errors, ambiguities or omissions on the exam paper will be directed to the invigilator, who will forward them to the course instructor.
13. If a student has concerns about the quality of the examination environment, these concerns should be expressed to the invigilator, who will take appropriate possible action
14. Students are not permitted to leave the hall during the first 60 minutes of the exam. If a student arrives after the first 30 minutes of the exam, he/she will not

- be permitted to enter the exam and will need to submit a petition to the Examinations Committee.
15. Students who arrive after the examination has begun, within the first 30 minutes of the exam, will not be given extra time.
 16. The invigilator will announce the half time, 30 min, 15 min and last 5 min remaining.
 17. After the last five-minute announcement, all students should remain in their seats quietly, even if they have finished the exam until all the exam papers have been collected and the invigilator announces they may leave the hall.
 18. When the end of the examination is announced, all students must stop writing immediately, assemble their answer booklets and any special data provided and hand over to the invigilator who will collect all materials from the seats.
 19. Once the invigilator announce the end of the examination period, students will not be given extra time even to write their names.
 20. Students who fall in sickness and feel that they cannot continue the examination should report to the invigilator and hand in their papers. The invigilator will complete an incident report, which will be placed in the student's file. The student must submit the medical note within the next three days to the Examination Committee.
 21. In the event of a fire alarm or power shutdown during the exam, students will be instructed by the invigilator to stop writing, leave all materials on their desk and make their way to the nearest exit. Students must not communicate with each other and examination conditions will be maintained.
 22. Unruly, disruptive and antisocial behavior by any student during or after the exam will be reported and, if necessary, the college security guards will be called immediately.

After The Exam

23. Students should take all their personal belongings after the examination. The University has no responsibility for loss of, or damage to, personal belongings brought into the examination hall.
24. If any student forgot to take his personal belongings from the examination hall then he is not allowed to collect them back until the end of the examination.
25. To help students to concentrate on their examinations, students are not allowed to stay and talk next to exam halls.
26. After exam, students should listen to the instructions from the invigilators. Unruly disruptive or anti-social behavior at the end of your examination will be reported and you may be penalized.
27. In case of illness, students must submit a full medical certificate from an accepted hospital to the examinations committee within 3 working days.