

Examination



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 program chairs, instructors, proctors and students.

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 per the University's discipline procedures. Students must adhere to all KFU and instructor examination rules.

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

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 is.
3. Check the sitting plan outside the exam hall. You must sit in your allocated seat.
4. Switch your mobile phone off, including any alarms that may be set, and put it in your pocket.
5. Please use the restroom (toilet) before entering the examination room and the students might not be allowed to use restroom during the exam except for medical circumstances.

6. 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.
7. It is your responsibility to check if you can 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.
8. As soon as you enter the exam hall, you must not speak to anyone other than the invigilator. Speaking to friends, even if just wishing them good luck, will be automatic grounds for investigation for cheating.
9. 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.
10. You must write your answers legibly in blue pen and pencil may be used for diagrams.
11. 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.
12. Students must use standard (non-programmable) calculator.
13. The cover of the calculator considered illegal during the exam and you must leave it outside exam's hall.
14. Avoid wearing any suspicious clothing, unless necessary, during exams such as hats, abnormal clothing.
15. 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.
16. 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).
17. You must bring your student University ID card with clear photo. If you do not bring your student University ID card, you will be asked to report to an invigilator. The invigilator will take additional steps to verify your identity.
18. Each student must sign on an obligation, which states that all students read and understood all the examination regulations.

During the Exam:

1. You must sit on your allocated seat number. Examination seat numbers are listed outside exam's 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. Make sure that your mobile phone is switched off completely. A phone detector will be utilized by the invigilator to ensure that all mobile phones are switched off.

5. Exchanging calculator with another student is not permitted at all. You must bring your own calculator.
6. Students are not permitted to have wireless communication devices (e.g. cellphones, tablets, or smart watches) on their desks under any circumstances.
7. If a student needs to speak to the invigilator, he/she should raise his/her hand and remain seated.
8. Students are not allowed to receive any assistance pertaining the exam performance from anyone during the exam.
9. Students are not allowed to copy any material or be in possession of unauthorized aids (e.g. notes).
10. Students are not allowed to use dictionary unless otherwise stated by the instructor.
11. 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.
12. Eating is not permitted in the exam hall without the special permission of the invigilator in charge.
13. 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.
14. 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.
15. Students are not permitted to either leave the hall during the first 30 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.
16. Students who arrive after the examination has begun, within the first 30 minutes of the exam, will not be given extra time. Late arrival report will be issued by invigilator which, will be placed in student's file.
17. Students will not be allowed to leave the exam hall during the last 15 minutes of the examination period and must remain seated quietly until the invigilator announces the end of the examination period.
18. At ten and five minutes remaining before the end of the exam, the invigilator will announce the number of minutes remaining.
19. After the 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.
20. 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 the mall to the invigilator who will collect all materials from the seats.
21. Once the invigilator announces the end of the examination period, students will not be given extra time even to write their names.
22. 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.

23. 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.
24. 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:

1. 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.
2. 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.
3. To help students to concentrate on their examinations, no other students can stay and talk next to exam halls.
4. 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.
5. In case of illness, students must submit a full medical excuse from an accepted hospital to the examinations committee within 3 working days. Students should also fill in the form which is available at the registration office. The office will then hand it to the Vice Dean office for final decision.