



### Exam Conduct regulations:

- Students must have their MSA IDs available for inspection.
- Strict silence must be observed at all times in the examination room.
- The examination is deemed to be in progress from the time students enter the room until all the scripts have been collected. Students must not speak to or otherwise communicate with any other students throughout the examination.
  
- Students should avoid cheating during the examination or he/she will be subject to misconduct act.
- A student who causes a disturbance during the examination will be required to leave the room and may be subject to misconduct act.
- Students are advised not to bring personal belongings into the examination room. All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed by the proctor and not left beside the desks.
- Students are advised to avoid bringing any material related to the exam.
- It is also prohibited to borrow any tools inside the exam room. Every student must bring with him the needed tools for each exam. The University is not responsible for providing any tool during the exam.
- Students are not allowed to visit the toilet during the exam duration, except in medical cases approved from the floor supervisor.
- Students are not allowed to enter the exam hall before the proctors.
- Students are strictly prohibited to enter exam rooms with their mobile phones.
- All answers must be in English, unless otherwise instructed on the exam template. Slang language should be avoided.
- It is forbidden to write in pencil in the answer sheet.
- It is strictly prohibited to enter the exam rooms with programmable calculators unless otherwise specified on the exam template.
- During the midterm exams (1.5hrs) and the final examination (3 hrs) students are not allowed to arrive after the first 15 minutes of the exam time. Students are not allowed to leave before half the exam time.
- Every student is assigned to a specific room for each subject.
- Students have to check their rooms and seat numbers on the bulletin board before every exam

Any violation to these rules; will be documented by the proctor in the “*Exam Misconduct Form*” and reported to the Exam Floor Supervisor who should investigate the case and submit a report to the University for Legal Action.

Good Luck