

# Examination Guidelines

1. Dress according to the university regulation.
2. Students **who are late 15 to 60 minutes after the exam has started** are required **to get a signed late request form** at the Dean's office before entering the examination room. Students are not allowed to take the examination 60 minutes after the start of the examination.
3. Examination papers can be turned in **after** the first hour of the examination period.
4. Show your student ID card or certification from the central registration when you sign.
5. **Dictionaries, mobile phones and other electronic gadgets are not allowed** in the examination room.
6. Notes can be used **only when specified by the instructor**.
7. Do not go to the toilet during the examination except for an emergency case which is up to the proctor's consideration. (Students should have done your personal necessities before the test begins.)
8. **Students caught cheating will be penalized.**