

Date:2/12/2023

## Students Examinations Guidelines

1. Be sure to attend half an hour before the assigned official time to know your examination hall.
2. Students will not be allowed to enter the examination room if he/she is late more than half an hour.
3. Please bring your necessary items to perform the exam (**Student ID card**, blue pen, calculator ...etc.)
4. **Pencils**, colored pens, and correctors are not allowed in the exams.
5. Students should know the course code and the section number of the exam in order to find the examination room quickly and easily.
6. Avoid any act of cheating or misconduct, since the consequence as per university regulations may be failing the exam and the course, or a maximum of dismissal from the university.
7. Make sure your **mobile is switched off and not silent**, and it is not allowed to be used in any form such as a watch or a calculator.
8. **A cheating report will be written against the student who is wearing smart watch with storage memory or earphones.**
9. Students must follow the proctor instructions concerning the seating arrangement or **changing places of students during the exam.**
10. In case you are given along with the questions papers an *answer book* then all the answers should be answered on the *answer book* and not on the questions papers, since the questions papers are going to be shredded.
11. Students are not permitted to leave the exam room before the passing half of the exam timing.
12. All students belonging (books, bags, ...et.) Should be left near the entrance of the examination room.

### Second: Conditions for postponing the Final Exams:

Kindly be informed that the new regulations for postponing any exam starting from the academic year 2019/2020 are:

1. Hospitalization due to an emergency medical situation on the exam day, with detailed medical report stamped from the Hospital and certified from the Medical Licensing Department.
2. Maternity (15 days after the child birth).
3. First degree relative death (3 days maximum before the exam day).
4. Car accidents on the same day of the exam.
5. Travelling outside Kuwait due to work or accompanying a first degree relative patient.

### Note:

- Applying for exam postponement will be through our web site (Online) till 7 days after the exam date.
- Applying for exam postponement does not mean that the application is accepted, since a special committee will study the excuses and decide either approve or reject it.
- The names that are accepted to do a Make-up exam will be announced on the LMS and on our website two weeks after the examination period. And this declaration is a formal notification for each student.
- It is strictly forbidden to postpone the postponed exam for any reason.

Examinations Department