

Date:13/10/205

## 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 15 minutes.
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. **Mobiles are strictly forbidden during the exams.**
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.

Examinations Department