



Exam schedule

Students must find out when their exams are scheduled and write those exams at the times scheduled by the University. **Exam schedule is posted in the website.** The excuse of misreading the exam schedule will not be accepted.

Please note that each exam day is divided into 3 sessions:

- Morning (starting at 09:00),
- Afternoon (starting at 13:30),
- Evening (starting at 18:00).

Examination Admission time

- Candidates are responsible for presenting themselves at the examination room at the appropriate time.
- Candidates may be admitted to the examination room **up to 30 minutes** after the official start of the examination but not normally thereafter. No allowance will be made for lateness in terms of extra time at the end of the examination.

Valid student identity card

Inside the Examination Room:

- The invigilators will announce details of the seating plan once students are in the examination room.
- Students **must bring their Valid Student Identity Card** with them to the examination room and will be required to place it on the desk immediately after taking their seats. Students will be required to display their student Identity Card on the desk throughout the entire examinations. **It is the responsibility of students to replace mislaid or lost Identity Cards before examinations.** Students without their Student Identity Card will not be allowed to take the exam. Students that do not have their Student Identity Card can also bring their Identity Card, their Driving Licence or their Passport.

Absence from Examinations

Applications for re-examination due to absence from the specified examination dates will not be approved. Only In extreme cases (e.g. hospitalization, representation of Cyprus abroad), a special purpose committee will examine the relevant applications. Applications are submitted, together with supporting documents, to Office 31 in Nicosia and the Studies Office in Limassol. Applications will be accepted at most three days after the examination date for which the student did not attend. Students that have an examination the last day of the examination period must inform on the same day.

In case the said Committee approves the application, re-examinations will take place on Monday January 27 and Tuesday 28, 2020, **for graduating students** and in September for the remaining students.



Examination Rules

General Rules

- Once inside the examination room the invigilators will provide detailed instructions for candidates.
- The consumption of food and drink is not permitted in the examination room.
- Candidates experiencing health problems during the exam should report it to the Invigilator.

Official exam stationery

- Candidates must use only the official stationery provided (Examination Answer Book and additional official paper).
- Any rough work must be written on additional official paper given by the invigilator. Note that rough work, if any, should be crossed out and attached to the Answer Book upon completion of the exam. Nothing other than the question paper may be taken from the examination room.
- Students should complete their identification details in the Examination Answer Book as well as the course code, the registration number and their instructor's name and they may not begin writing until the start of the examination is announced by the invigilator.

Mobile phones and unauthorised material

There are strict rules in place for conduct during exams. Possession of unauthorised material in an exam is an offence.

• **Possession** refers to items:

- in your pockets, clothing or on any part of your person
- on your desk or chair.

• **Unauthorised Material:** refers to items not approved for the exam. Candidates are notified in advance by the instructor of the course for the items which are permitted into the exam. These items are also specified on the exam paper. In any case, please note that Pencil cases and calculator covers must be placed in the students' personal bags or in the place identified by the invigilators.

• Bags, briefcases and coats may be brought into the room but must be left in a place identified by the invigilator.

• **Possession of mobile phones, or other electronic communication or storage devices (including iPods, MP3/4 players, smart watches, tablets, etc)** is not permitted and mobile phones must be switched off during the exams and placed in personal bags. If a student does not have a personal bag, the mobile phone should be placed in a place identified by the invigilators. Students found with mobile phones or other electronic communication or storage devices (including iPods, MP3/4 players, smart watches, tablets, etc) will be referred to the Disciplinary Committee. **Mobile phones cannot be used as calculators or watches.**

Discipline

Students that have inappropriate behaviour or commit any disciplinary misconduct during the exams will be reported to the Disciplinary Committee.

Disciplinary offences are:

- Cheating or attempting to cheat at the exams
- Helping other students to cheat during the exams
- Possession of unauthorised material
- Possession of mobile phones during the exams
- Whilst in the examination room candidates must not communicate with another candidate in any way. Such action may result in immediate expulsion from the examination room.



- If an invigilator suspects a candidate of cheating, she/he shall impound any prohibited material and shall inform the Disciplinary Committee as soon as possible.
- Cheating is an extremely serious offence, and any candidate found by the Disciplinary Committee to have cheated or attempted to cheat in an examination may be deemed to have failed that examination, or be subject to such penalty as the Disciplinary Committee considers appropriate.
- Any candidate creating a disturbance the examination room may be dismissed.

Leaving the examination room

- No candidate may leave the examination room during the first 30 minutes of the examination.
- A candidate wishing to leave the examination room temporarily must seek the prior permission of an invigilator, and will be accompanied by an invigilator throughout the absence.

At the end of the exams

- Candidates who finish writing and wish to leave the examination room must give their Answer Book to the invigilator and sign the student signature list.
- Care must be taken not to disturb other candidates when entering or leaving the examination room.

Second Examination Period

- It is possible to repeat examinations, in courses that students failed in the Fall and Spring semester examination period.
- The examinations take place in the first two weeks of September.
- Students can register for second examination only if they achieve a coursework grade of over 40% or an overall grade of 40-49%.
- The second examination for the practical courses of Architecture and Fine and Applied Arts take place, as for other students, during the second examination period, that is in September.
- The final grade of the course, during the second examination period, is defined by the coursework and the result of the repeat examination, with the weighting that was applied at the beginning of the relevant semester.
- The total amount of credits for courses of second examinations cannot exceed 30% of ECTS allocated to the student during the year. This limit may increase by 2 ECTS for rounding purposes, if necessary.
- A student who fails a course is not eligible to register for a course whose prerequisite is that of the failed subject.
- For courses which students are eligible to choose and sit the examinations of the second examination period, announcements are made by the Studies and Student Welfare Service.
- In order to qualify for sitting an exam of the second examination period, students must register for the courses they are eligible for. These courses must be selected during the predefined deadline.
- There is a fee of 80 euros for each course that the student registers to sit as a second examination
- In case of course failure during the second examination, the student will need to re-register to the course when it is offered. Students who fail a course must repeat the course and pay the equivalent tuition fees.
- Students can register online for courses of the second examination period through extranet (<http://extranet.frederick.ac.cy/>). Students are encouraged to contact their academic advisors or their instructors for any enquiries related to the courses they have chosen and the consequences of their choice on their study path (eg. prerequisites).