

## **Exam Rules and Guidelines**

1. Students must have a computer with a webcam and microphone, a second smart device which will be used for accessing the Zoom invigilation of the exam, and a reliable internet connection.
2. The second device should be placed on the side in such a way that the workspace and the student's profile (hands, face, computer) are visible.
3. Dual monitors are not allowed.
4. The use of headphones is not permitted.
5. The desk/table must be clear of any materials except the device used for the exam and the second device for invigilation.

### *Allowed items include:*

- Pencils and pens.
  - Calculator (model which is allowed by the instructor).
  - Any printed study material (only if the exam is open-book - Type A).
  - Blank sheets, if needed, for handwritten answers (if requested by the instructor).
6. The examination room must be well-lit, and students should be clearly visible.
  7. Students must be alone in the examination room.
  8. No examinee is allowed to leave their seat or leave before the end of the exam unless approved by the invigilator. In the case of a two-part exam, a short break will take place where moving is allowed.
  9. The camera and microphone must remain active throughout the exam, including during breaks. Students with camera and microphone off during the exam are considered absent.
  10. If communication with the invigilator is necessary, it can only be done through the 'chat' function in the Zoom toolbar. The chat with the invigilator will not be visible to other examinees.
  11. In case technical support is needed, communication with the support is allowed only if the invigilator is informed and gives permission.
  12. If the invigilator addresses a student, the student must be ready to respond with both voice and video.
  13. All submitted answers must be original. Answers may be checked using the Turnitin software.
  14. Review/correction of answers is allowed only until submission or the end of the exam time.
  15. Clarifying questions regarding exam content is not allowed.
  16. After 15 minutes past of the scheduled exam commencement, no candidate will be allowed to participate in the exam.
  17. No communication or attempt to communicate with anyone regarding the exam content is allowed.
  18. No copying or attempted copying from another student is allowed.
  19. No assistance is allowed to any other student during the exam.
  20. Unauthorized materials or equipment are not allowed.

### **Misconduct and Disciplinary Procedure**

Students who are suspected of having communicated with others, and/or have not submitted their own answers, as well as students who did not follow the rules of the examination, or have disrupted the examination, will be reported to the Studies and Student Welfare Service, as well as to the respective Department for further investigation. In serious cases of misconduct, students may also be referred to the University's Disciplinary Committee, as provided in the Frederick University Student Internal Regulations of 2006.