

## **【Rules for Taking Examinations】**

1. You may only take the examinations for the courses you have registered this semester. Likewise, you may not take the examinations for the courses you have not registered because you failed to confirm your registration status.
2. Students who arrive late thirty minutes or more after the start of an examination are not allowed to take the examination in principle.
3. If a student cannot avoid being late for an examination due to a transportation delay, the student must obtain a transportation delay certificate and present it to the invigilator/s in the examination room to follow their instructions. If a student arrives late thirty minutes or more after the start of an examination due to a transportation delay, the student must come to Counter no. 2 at the Academic Affairs Division with the transportation delay certificate.
4. For the exam-period examinations, you will be assigned a seat for each examination. Take your assigned seat and place **your student ID card** on the desk during the examination. Do not place anything other than writing implements and other necessary tools on the desk during the examination. Put all other items in your bag and place it inside or under the desk.
5. You may not use your mobile phone or other similar devices as a timekeeping or calculating device during an examination. Turn off those devices and put them in your bag during the examination. Having your mobile phone on your person during an examination may be construed as cheating.
6. Students taking an examination are not permitted to leave the examination room until at least thirty minutes after the start of the examination. (To leave the room, an exit instruction from the invigilators is required.) Also, students are not permitted to leave the examination room during the last ten minutes.
7. You must submit the answer sheet with your student ID number and full name on it. Taking an answer sheet out of the examination room is considered as academic misconduct in any cases.
8. Those deemed to be engaging in academic misconduct will have the grades for all the courses taken during the semester including both two terms within the semester nullified and will be ineligible to take make-up examinations.
9. Please take note that examination details posted on UTAS may be supplemented or altered. Be sure to check the latest information before taking the examination.

## **【Examination Seating Chart】**

1. The examination seating chart will be posted in the examination room one week prior to the examination day. Confirm in advance where your seat is.
2. If you are registered for a course but are not on the examination seating chart, report it promptly to Counter no. 2 at the Academic Affairs Division.