

## **Rules for Taking Exams**

1. You may only take the exams for the courses for which you have registered this semester/ term. You may not take the exams for courses for which you have not registered because you failed to confirm your registration status.
2. For the Regular Examinations (Exam-period Exam), you will be assigned a seat for each exam. Take your assigned seat and place your student ID card on the desk during the exam. Do not place anything other than writing implements and other necessary tools on the desk during the exam. Place all other items in your bag and put your bag inside or under the desk.
3. You may not use your mobile phone or other similar device as a timekeeping or calculating device during an exam. Turn off your mobile phone and place it in your bag during the exam. Having your mobile phone on your person during an exam may be construed as cheating.
4. Students who arrive late for an exam may not be allowed to take the exam in some cases. Students taking an exam are not permitted to leave the exam room until at least thirty minutes after the start of the exam. Students are not permitted to leave the exam room during the last ten minutes.
5. Cheating, such as carrying an answer sheets out of the room, is not permitted. Those deemed to be engaging in such cheating will be given a zero for all the courses registered that semester and will be ineligible to take make-up exams.
6. Be aware that exam details posted on UTask-Web may be supplemented or altered.

## **Exam Seating Chart**

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

Academic Affairs Division