【Rules for Taking Examinations】

1. You may only take examinations for the courses you are registered for this semester. You may not take examinations for courses you are not registered for, including courses for which you failed to confirm your registration status.
2. Students who arrive thirty minutes or more after the start of an examination are not allowed to take the examination in principle.
3. If a student is late for an examination due to an unforeseen transportation delay, the student must obtain a transportation delay certificate, present it to the invigilator in the examination room, and follow their instructions accordingly. If a student arrives thirty minutes or more after the examination has started due to said delay, the student must report to Counter 2 in the Academic Affairs Division with the transportation delay certificate.
4. For exam-period examinations, seats will be assigned for each examination. Take your assigned seat and place **your student ID card** on the desk during the examination. Place only writing implements and other permitted tools on the desk. Place all other items in your bag and store it inside or under the desk.
5. You may not use your mobile phone or similar devices as timekeeping or calculating devices during an examination. Turn off such devices and place them in your bag. Having your mobile phone on your person during an examination may be deemed academic misconduct.
6. Students taking an examination are not permitted to leave the examination room until at least thirty minutes into the examination, and only upon instruction from the invigilator. Students are also 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. Taking an answer sheet out of the examination room is deemed academic misconduct under any circumstances.
8. Students found to have engaged in academic misconduct will have the grades for all courses taken during the semester (across both terms within the semester) nullified and will be ineligible to take make-up examinations.
9. Please note that examination details posted on UTAS may be supplemented or revised. Be sure to check the latest information before taking the examination.
10. If you have any questions on the day of the examination, ask the invigilator before or during the examination. We will not be able to accept any requests after the examination has ended. Please note that we may not respond depending on the topic of inquiry (such as those related to exam content).

【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 2 in the Academic Affairs Division.

Academic Affairs Division