

Exam Regulations for Students

Before the exam

- Arrive at the examination room at least **15** minutes before the scheduled start time. If you are late but within the first **15** minutes of the exam, you will be allowed to sit but you will not receive extra time. If you are late beyond **15** minutes, you will **NOT** be permitted to sit for the exam.
- Remember to bring your **IUK ID** for verification as it is a must for entry inside the exam room.
- Leave all books, notes, mobile phones, electronic devices, purses, and personal belongings outside the exam room or on the floor below the white board. Note that the University is not liable for any loss or damage to personal items.
- Avoid bringing any food or drinks except Water in exam room.
- Follow guidelines for seating, attendance, and submission of examination materials as instructed by the proctor.
- Female students wearing niqab must show their faces to the female proctor during attendance.
- Place your IUK ID card on your desk with your face showing upwards.
- Ensure that your mobile phones are turned off and kept out of sight during the examination. Any visible or ringing phone will result in confiscation of the phone and an incident report will be prepared by the proctor.

During the exam

- Sign the attendance sheet when requested by proctors.
- Maintain a respectful and quiet atmosphere throughout the examination. Do not share or exchange any materials with other students.
- Refrain from asking any questions during the examination to fellow students. If you have a query, raise hands instead of calling out loudly and talk softly when the proctor approaches you.
- Restroom access during the exam is only permitted to those with a medical report if provided to the Head Proctor prior to the exam. You must bring it for every exam and without a medical paper, you will **NOT** be allowed to use the restroom.
- Remain seated in the examination room for a minimum of 60 minutes. You may leave at any time after the first 60 minutes but remember that you will not be allowed to re-enter the examination room.
- Stop writing and handover papers immediately to proctor once the time finishes.

After the exam

- All exam materials must be submitted to the proctor at the end of the exam.
- Vacate the campus premises promptly after leaving the exam hall.
- Any concerns regarding the exam paper or questions will be addressed by the faculty during grading.

Cheating

The following shall be considered as cheating:

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- Use of any technological gadget during the exam including web-accessible electronic devices, smartwatches, smartphones, concealed or visible earpieces, spy cameras, scanning gadgets etc.
- Use of cheating software or apps that can capture or transmit questions and answers.
- Any sort of communication between students during the exam including messaging apps or whispering / copying answers.
- Bringing books, pre-written notes, microprints, or unauthorized materials into the exam hall, including writing on objects such as pens, erasers, ID cards etc.
- Impersonating as another student or securing another student to take a test in the student's place. Both, the student taking the test and the student registered in the course shall be considered as cheating.
- Frequently looking at other student's exam paper shall also be considered as attempting to cheat. A warning shall be given to desist, but a repeated attempt shall be registered as a case of cheating.

Important Note

- Remember that all security cameras are always recording activities. Any doubts or suspicious behavior will be escalated to the security team for post-exam investigation. If found prima facie evidence of cheating, the student's video-recording evidence will be taken into account and the student shall receive a zero in the exam and can also lead to an F/NP in the course.

Conflict of Exams

If you receive your Exam Schedule and you see a conflict in dates, please submit a request to the Registrar for rescheduling any one of the conflicting exams within 3 working days of release of Exam Schedule.

Missed Exam

If you miss your exam due to any unavoidable circumstances or any legitimate reason, send an official email or submit a written request to the Dean within 3 working days. If there is a medical or any other emergency, then the student shall submit the request within 48 hours of the emergency or within 48 hours of the missed exam to the Dean and attach appropriate documentation supporting the reason for missing the exam. This may include a medical certificate, official letter, or any other relevant documentation.

Make-up Exams

If you are eligible for a make-up exam due to valid reasons accepted by the university and approved by the Dean, then the make-up exams will be scheduled based on an agreed convenient time between you and your instructor after the original exam date.

Special Needs

Based on your medical reports, if you are identified as a Special Needs student, you may be placed in a separate arrangement, if required.