



## International University of Science and Technology in Kuwait

### Exam Rules and Regulations

1. All students should allocate their exam rooms, dates, and times according to the **IUK exam schedule and instructions** emailed by the Registration & Student Success Center and upper administration.
2. All students must follow the instructions provided by the proctors in the exam room.
3. All students must show up at the examination room at least **five minutes** before the exam starts and have their **IUK ID or Civil ID**.
4. All books and other materials (notes, mobiles, or personal purses) related to the course must not be brought into the exam room; purses may be kept on the floor below the whiteboard. IUK faculty and staff are not responsible for students' personal items.
5. Mobile phones must be **turned off** and not be in view. Faculty members are not responsible for students' personal belongings. Any phone that is seen by a proctor or rings during the exam will result in the student having to turn in his/her exam and leave the exam room.
6. Students who show up to take the exam within the first 15 minutes will be allowed to sit for the exam but will not be given extra time. If the student is later than 15 minutes, he/she will not be admitted to the exam whole.
7. All students are requested to sign the attendance sheet using their IUK ID or Civil ID.
8. Students are not permitted to leave the examination room before 60 minutes.
9. Students are not allowed to go to the restroom (WC) during the examination unless showing a medical record to the head proctor.
10. Female students wearing the niqab are requested to show their faces to the head proctor when signing the attendance sheet.
11. **NO QUESTIONS** are allowed during the examination; if there is a mistake in the exam, faculty will take that into consideration in grading.
12. All students must pay respect and express quietness during the examination time. Exchanging supplies is not allowed.
13. No food or drinks are allowed in the examination room except water.
14. In case there is *prima facie* evidence of cheating – The student's paper and evidence will be taken, and the student must leave the exam room. Such a case would lead to a zero in the exam and CAN lead to an F/NP in the course.
15. In case of an indication that the student is trying to cheat (looking at another's exam; talking to another student, etc.), the student should be clearly warned. If there is a second attempt, then take action as in 14.
16. Students must leave the examination hall after leaving their exam.