

NEAR EAST UNIVERSITY

STUDENT EXAMINATION GUIDE

Dear Students,

Below you will find the rules and guidelines that must be followed during your examinations. You are expected to follow these regulations throughout the exam period. We wish you success in your exams.

1. Students must attend the exam on the date, time, and in the room specified in the exam schedule.
2. The lists of students and the exam rooms where the exams will take place will be posted on the department boards at least one day before the exam. Students are responsible for checking these lists.
3. Students will be seated in the exam room according to the order on the student list, under the supervision of the invigilators. Students must follow the seating plan determined by the invigilator.
4. All students must prepare their exam entry documents and identification cards before the exam begins and keep them ready on their desks.
5. Students must turn off their mobile phones before the exam begins. Mobile phones, books, notebooks, and printed course materials must be kept out of reach during the exam.
6. Before the exam begins, invigilators will inform students that no questions can be asked, except regarding printing or typographical errors in the exam paper. Questions regarding such errors may only be asked within the first 5 minutes of the exam.
7. Students are not allowed to leave the exam room within the first 30 minutes. Likewise, students arriving after the first 30 minutes will not be admitted to the exam room.
8. Students who finish their exam during the last 5 minutes must remain seated silently until all exams are collected.
9. The duration of the exam will be written on the board. Invigilators will not make oral announcements about the remaining time. Students can check the board to see how much time is left.
10. During the exam, invigilators will not speak to any student, and no question–answer communication will be allowed between students and invigilators.
11. Cheating during the exam is strictly prohibited. Invigilators will not give a verbal warning but will wait for the student to finish the exam. The invigilator will then show the student the note taken about the cheating attempt when the student hands in their paper. If the cheating is detected at the end of the exam, the invigilator will explain the situation, have the student sign the exam paper, and record the incident in the official exam report for further action.
12. Students must write their names and department information on both the exam paper and the answer sheet.
13. Students are not allowed to wait in the corridor after finishing their exam.

14. Students who finish their exam must hand in their exam paper to the invigilator and leave the exam room. If a student forgets any belongings in the room, they may collect them only after the exam has ended.
15. Before the exam starts, students must check their desks to ensure that there is no exam-related material present. Any such material found will be considered as evidence of cheating.
16. To ensure the exam starts on time, students must be present in front of the exam hall 10 minutes before the scheduled start time. Even if the exam hall is open, students are not allowed to enter before the invigilator arrives.
17. During the exam, students must sign the seating arrangement record provided by the invigilator.