

Exam Rules and Regulations / Instructions to Students

Students must read and have to be thoroughly familiar with the following regulations BEFORE appearing at the examination.

INDEX BOOK – Students must bring their index book to the exam.

Every student must sign in and present a valid identification (index book, passport, other identity card) upon entering the examination.

Students who have not registered for the exam will not be allowed to write. Walk-ins are NOT accepted.

Exam Room Opens – The exam room will be open at least 20 minutes prior to the start of the exam to allow for check-in procedures. Exam rooms with large attendance may require additional time to check-in students.

Once check-in procedures and verbal instructions are completed the exam will begin.

Students will be given the full amount of time to write the exam.

Exam times do not include check-in, reading of instructions, or the collection of exam materials at the end of exams.

No one will be admitted more than fifteen minutes after the beginning of the exam.

Personal Belongings – Students must provide their own pens. Hats, caps, and earphones are not permitted during the exam. Simple foam earplugs are allowed and must be checked in with the Supervisor upon entrance to the exam. The ability to hear all verbal instructions, including exam start and stop times is the responsibility of the students, regardless of the use of earplugs. The only materials you are allowed to have at your desk during the exam are writing instruments. Any other personal items must be set-aside (out of students' view) prior to the exam start.

All property such as books and bags must be deposited at the front of the room before the examination and collected after the session. Neither the Institute nor the examination centre will be responsible for any loss or damage in these properties.

Electronics – All electronic devices (including cell phones) are prohibited. All cell phones must be turned off and stowed away during the exam. In the event that a cell phone is left on and rings during an exam the Supervisor will be required to report the incident to the head of the department. This may result in the exam being disqualified.

Smoking – Smoking is prohibited in the exam room.

Food and Drink – Only beverages are permitted in the examination room. For the consideration of other students, please do not bring beverages that may cause a disturbance.

Consumption of any food is prohibited except for medical situations.

Scratch Paper – Students are not allowed to bring scratch paper into the exam room.

Meaning of Questions – **Students may not consult the supervisor as to the meaning of any question.**

Sign your sheets – Students must sign their answer sheets clearly. Students who fail to do so will have their exams disqualified (exam paper without name!!!).

Activities, which requiring disciplinary action – Students must not give or receive assistance of any kind during the exam. **Any cheating, any attempt to cheat, assisting others to cheat, or participating there in, or engaging in such improper conduct as listed below is a serious violation** and will generally result the disqualification of the student.

Examples of improper conduct:

- Gaining access to exam questions before the exam.
- Having access to or consulting notes or books during the exam.
- Looking at or copying from another student's paper.
- Enabling another student to copy from one's paper.
- Talking or otherwise communicating with another student during the exam.
- Disturbing other students during the exam.
- Consulting other persons or resources outside the exam room during the exam.
- Copying questions or answers to take from the exam room.
- Taking any exam materials out of the exam room.
- Taking an exam instead of another student.
- Arranging to have another person take an exam for the student.
- Disclosing the contents of an exam to any other person.
- Presenting false information on an exam application.
- Failing to follow other exam instructions.
- Accessing or using an electronic communication device (PDA, cell phone, etc.) during the exam or while at the exam site.

Students may not leave the examination room unescorted for any reason, including visiting the washroom/toilet.

Grade release: Approximately 5-working days after the exam is administered. The finalized grade release date will be posted on the ETR.

Szeged, 2nd September 2013.

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