



## **Exam Rules**

### *Closed Book Exams*

- All students must leave all personal items (bags, books, phones) at the back of the room; students may bring only writing equipment to the desk (other items necessary for the exam may be permitted at the course depending on teacher's discretion, for example language dictionaries). Notepaper should be provided at your desk, if you need further paper you should ask one of the proctors.
- If there are more than 25 students in class there will be two exam proctors.
- Students must sit in randomly assigned seats, where the size of the room permits it, one seating place apart.
- There will be two versions of every exam. No student will be sitting next to someone who is doing the same version as he/she is.
- Absolutely no communication is allowed between or among students. If there is an urgent reason to communicate something to one of your fellow students it should be done through one of the proctors of the exam.
- Any student caught communicating with, or attempting to communicate with, another student will be immediately required to leave the exam room. The consequence for the student's grade is at the discretion of the teacher (possible consequences range from being allowed to re-take the exam with a predetermined reduced grade, failing the exam, failing the course).

### *Open Book Exams*

- All personal items should be left at the back of the room; students may only bring writing equipment and books specified by the teacher to your desk. Notepaper will be provided at your desk, if you need further paper you should ask one of the proctors.
- Students must sit in randomly assigned seats, one seating place apart.
- There will be two versions of every exam. No student will be sitting next to someone who is doing the same version as he/she is.
- Absolutely no communication is allowed between or among students. If there is an urgent reason to communicate something to one of your fellow students it should be done through one of the proctors of the exam.
- Any student caught communicating with, or attempting to communicate with another student will be immediately removed from the exam room. The consequence of this for the student's grade is at the discretion of the teacher (possible consequences range from being allowed to re-take the exam with a predetermined reduced grade, automatically failing the exam, failing the course).

For further description about forms of examinations see the *CEU Student Rights, Rules and Academic Regulations*, Section 4.1.2.