

**Exam Code of Conduct - Students Instructions for Online Examination**

1. **Any case of plagiarism detected on exam will be penalized as per exam code of conduct.** Cheating or helping others to cheat on any aspect of coursework including exams and other assessments is a serious offense. Academic honesty is a core element of integrity that is essential to effective learning and to a well-functioning academic community based on principals of trust, civility, respect for knowledge, and a search for true excellence.
2. **The exam committee and module tutor retains the rights for any further inspection (including conduction viva with the student) in case of any suspicion with the exam answer scripts submitted.**
3. **Exam Submission Time:** Semester-end Final exams are 2.5 hrs with additional 30 minutes as '**Submission Time**'. Access to VLE will be blocked automatically after final Submission Time has elapsed.
  - a. Any late submission beyond the given additional 30 mins time **will not be entertained**.
  - b. Only those who miss the submission deadline due to genuine technical reasons may appeal to the Dean's Office through following the procedure given below:
    - Within 10 minutes after the submission time you will have to send a text message (SMS) to the relevant Exam Committee official's mobile number (listed below) informing that you missed your submission and would request for submission of the answer scripts:
      - o BFound, BCom & BBA (Day Students) **Dr. Swati Chakraborty – 17304450**.
      - o BSc Env Mgt, BA Dev Econ, Eng Studies, BA Mass Comm (Day Students) **Mr. Kinley Dorji – 17382610**.
      - o BA Anthropology, BA His & Dzo, BA Pol & Soc - **Mr. Karma Gyeltshen 17729018**.
      - o All CE Programmes - **Ms. Sherab Choden Dorji 17334497**).
    - The exam officials will investigate your case based on the reasons given for the late submission and in case if it is found to be a genuine reason, you can be given permission to submit your work with further instructions.
  - c. Exam Committee will not entertain any invalid submission (i.e. a second person submitting on your behalf, simply forwarding someone else's work or casual late submission).
  - d. You cannot submit late work to the exam office email id without approval from the officials mentioned above and any such submissions will not be treated as valid submissions. Exam Committee do not have the duty to follow up with such cases.
4. **Examination Room:** Arrange your own/private space for attending exams at home to avoid disturbance.
5. **Equipment:** Keep all exam materials ready (including Pen, Pencil, Eraser, enough sheets of Paper (A4) and other requirements).
6. **Power:** Check your power connection before you sit for the exam.
7. **Internet:** Check your internet connection and ensure that you have enough mobile data. Prior to the exam connect to your hotspot or be prepared with the internet connection
8. **Computer:** Update your computer/laptop's software and installation if required or free up the memory to avoid crashes or other crisis
9. **Schedule:** Check your exam schedule and make sure you are sitting for the right exam that you have prepared for (If you have any doubts you can always contact your module tutor and re-confirm)
10. **Mobile Phone:** Fully charge your phone with adequate mobile data and voucher.
11. Shut down all your messaging tools (Facebook, Facebook Messenger, Skype, Google Hangouts and others) to avoid conflict or disruption during the exam.