

Exam Code of Conduct - Students Instructions for Exams

1. **No bathroom breaks will be allowed for the exams. Students may leave but not re-enter after leaving an exam room. Midterm exams are 1.5 hrs. Semester-end exams and Supplementary exams are 2hrs 10min.**
2. All students must maintain silence in the exam rooms at all times.
3. All students must carry their ID cards for all examinations, and display it on their tables for the duration of the exam.
4. Students should report to their assigned classroom at least 10 minutes before the examination begins.
5. Students are advised not to bring their cell phones and smart watches and Smart-watches to the examination. However, if they choose to bring them, all cell phones must be switched off and kept on the invigilator's table for the duration of the exam. Students are NOT allowed to use their cell phones as a calculator or as a watch under any circumstance. **ANY POSSESSION OF A CELL PHONE OR A SMART WATCH DETECTED DURING AN EXAM MAY BE CONSIDERED EVIDENCE OF CHEATING. DO NOT KEEP THESE OR ANY OTHER MATERIALS ON YOUR PERSON DURING AN EXAM!**
6. Students should bring their own stationary (including pencils, correction fluid, rulers, and calculators) to the examination. Sharing of ANY stationery will not be permitted.
7. Students should place all their personal belongings (such as books and bags) and any other items not classified as permissible aids, in areas specifically indicated by the invigilators.
8. As per College and RUB regulations, students found taking recourse to any unfair means during any exam shall render themselves liable to the cancellation of ALL their exams. **Unfair means include, but are not limited to, copying from materials or friends. Any student found in possession of items unnecessary for writing exams, or writing/diagrams of any form on papers/tissues/body/clothing will be assumed to be attempting to use unfair means without benefit of doubt.**
9. Students should also write their enrollment numbers on the question papers, when they fill their particulars on the answer booklet. Students should specify their semester and section (if applicable) on their answer booklet.
10. Students should not write anything on the desk. If rough work is required, they can ask for a continuation sheet. All such rough work should be accordingly marked as "rough work" and attached to the answer booklet.
11. Students are not permitted to take away pages of answer book from the examination.
12. Students leaving the examination should leave the room quietly without disturbing other students.
13. Students MAY NOT leave the hall until at least 30 minutes has elapsed, and: Late students MAY NOT enter the hall after 30 minutes has elapsed.
14. In case of calculators required for your exam, the same will be reset prior to the commencement of the particular exam.