

Exam Code of Conduct - Students Instructions for Online Assessment/Examination

1. **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. **Any evidence of cheating will lead to cancellation of the exam.**
2. **Space/Examination Room:** Arrange your own/private space for attending exams at home to avoid disturbance
3. Students should report to their designated exam space/room at least 10 minutes before the examination begins.
4. Keep all the required exam stationery materials (including Pen, Pencil, Eraser, enough sheets of Paper (A4) and other requirements) ready.
5. **Power:** Check your power connection before you sit for the exam & ensure all your devices (including power banks/ portable charger) are fully charged and readily available
6. **Internet:** Check your internet connection and ensure that you have enough mobile data/ internet data packages. Prior to the exam connect to your hotspot or be prepared with the internet connection
7. **Computer:** Update your computer/laptop's software and installation if required or free up the memory to avoid crashes or other crisis.
8. **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)
9. **Mobile Phone:** Fully charge your phone with adequate mobile data and voucher
10. Shut down all your messaging tools (Facebook, Facebook Messenger, Skype, Google Hangouts and others) to avoid conflict or disruption during the exam.
11. **Exam Time & Exam Submissions:** Semester-end exams are 2.5hrs with additional 30 minutes as buffer time. The buffer time is meant to be used for submission/ upload of your final answer scripts to the RTC Exam Cell (via submissions on the VLE). Due this, all the students are required to ensure to submit your exams answer scripts on time. The VLE will not accept any submissions beyond the given 3 hours (2.5 hours exam time + 0.5 hours submission time). In case of any issues related with submissions, you are required to contact RTC Exam Cell (details given below).

Important Note:

If you encounter or experience any issues during your examination or during submission you may report to the exam office immediately with the following information:

| Name | Enrollment No | Module | Type of issue reported | Time of issue reported | Location of the exam taken |
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Contact us at 77333848/17729018/17634302 or email at exams@rtc.bt