

Exam Code of Conduct - Students Instructions for Midterm Exams, Fall 2016

1. **No toilet breaks are allowed during exams.**
2. All midterm exams are of 90 minutes duration. Students should report to their assigned classroom at least 10 minutes before the examination begins.
3. **No student should leave the hall before 30 minutes from the commencement of the exam, and no late student is allowed to enter the hall after this first 30 minutes.**
4. Students must maintain silence in the exam rooms at all times.
5. Students must carry their ID cards for all examinations, and display it on their tables for the duration of the exam. Any student without an ID card must report to the Academic Affairs Office prior to the exams.
6. Students are advised not to bring their cell phones 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 DETECTED DURING AN EXAM MAY BE CONSIDERED EVIDENCE OF CHEATING. DO NOT KEEP THESE OR ANY OTHER MATERIALS ON YOUR PERSON DURING AN EXAM!**
7. Students should bring their own stationary (including pencils, correction fluid, rulers, and calculators) to the examination. Sharing of ANY stationery will not be permitted.
8. 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.
9. 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.**
10. 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.
11. 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.
12. Students are **not permitted** to **take away answer booklets, continuation sheets or pages of answer book from the examination.**
13. Students leaving the examination should leave the room quietly without disturbing other students.
14. In case of calculators required for your exam, any calculator with programmable memory will be reset prior to the commencement of the particular exam.