

## **Guidelines for Taking Final Exams**

1. Students must sit in every other seat, leaving one seat at least between a student and the next person(s). At test sites where seating is prearranged, follow the instructions, and take the assigned seat.
2. Place your student ID, with the photo side up, easy-to-see position on the desk so that a proctor can check your ID.
3. If you do not bring your student ID, notify the faculty office and obtain a one-day permission for taking exams.
4. Unless directed by your instructor, you are not allowed to bring teaching/studying materials, such as textbooks, reference books, notebooks, etc..
5. All personal items must be kept in your bag, except for those permitted to take tests such as writing materials, your student ID, watch/clock without communication function. Drinks are not permitted and must be stored in your bag. Your bag must be placed on a seat next to you or at your feet. You will be held liable for cheating if (a) prohibited item(s) is/(are) found outside your bag.
6. During an exam, take out your writing materials from your pen case and keep the pen case in your bag.
7. You must not use any type of electronic devices such as cell phones, electronic dictionaries, and wrist watch with communication function. However, electronic calculators are permitted for certain exams if instructed by the instructor.
8. You must not wear a hat, a cap or any other head covering during the exam, except when prior permission is obtained for a special reason.
9. If you are more than 20 minutes late for an exam time, you cannot enter the test site. From 30 minutes after the start of an exam to 10minutes before the end of the test, you can finish the test and leave the test site.
10. You must fill in your faculty name, department name, grade, class number and student number on the answer sheet. The answer sheet without these entries is invalid. Make sure of your grade, class number and student number by checking the back side of your student ID.
11. No talking or cheating is permitted in a test site.
12. Please note that those who cheat during exams are subject to disciplinary actions, such as suspension or removal from the university in accordance with the university regulations.
13. Once you have completed the exam, you must submit your answer sheet by yourself.
14. You must always follow instructions of a proctor in a test site.