

## Exams at AOU Student Guidelines

### **Introduction:**

Exams constitute an essential part of the learning process. Exams urge students to study and allow them to prove their acquired knowledge and skills. Exams help students develop logic, confidence, discipline, and leadership.

AOU is committed to offering calm and serene exam' rooms; AOU students are requested to behave ethically and to abide by the below guidelines.

### **Guidelines:**

- Students should be present in the exam room **5 minutes** before the starting time of the exam.
- Students who arrive more than **30 minutes** late from the exam starting time **cannot** enter the exam room anymore.
- Anyone who is not feeling well should leave the room **before** the distribution of the Exams' scripts (and he/she should submit **online** a request for a makeup exam through "Student Service").
- Whenever you are **handed** the Exam, you **cannot**:
  - Ask to leave and have another sitting of the exam (whatever was the reason, this is against bylaws).
  - Ask to leave before the elapsing of **half** of the Exam Time.
  - Ask to leave for the toilets and to come back to the exam room.
- Course Coordinators and Tutors will NOT pass by Exams' Rooms (bylaws) however in case of any discrepancy appearing in the exam, they will manage to inform students (Proctors cannot and will not answer any question).
- Students are not allowed to speak **aloud** in the exam room and disturb all the examinees. In case of any issue, students should raise his/her hand and the proctor will get close to his/her chair and check the issue.
- Students are advised **not** to bring mobiles, smart watches, or any other electronic device to the exam room; however, in case these devices were brought, these should be **switched off** and **put in the dedicated box at the front of the Exam Room** (not in the pocket, not underneath the chair).
- Students should put bags, books, and papers at the front of the Exam Room (and not underneath the chair or on the surrounding chairs). In other words, students should **have only a pen with "blue" ink** with them (unless the course coordinator allows other material).
- Students are required to fill out all the fields on the first page (cover page) of the answer booklet.
- Students are supposed to sign the attendance list when they deliver their answer booklets.
- AOU bylaws do not tolerate cheating, and in case a cheating case is caught during the exam, a ZERO will be assigned to the exam and this will lead, most probably, to failing the course.
- If siblings (brothers / sisters) or spouses or relatives are present in the same exam room, they should notify the proctor at the beginning of the exam so the Proctor can manage to change their exams rooms or distribute them in different corners of the same room.
- Students who are in the military services are asked **not** to wear their official uniforms in exams' rooms.
- Proctors are responsible for the serenity of exams; examinees should abide by their instructions all the time.