

Important points to know about taking final examinations

All students are required to take right attitude toward examinations, in accordance with the instructions listed below.

Students:

1. Are permitted to enter the examination room up to 30 minutes after the start of examination in principle, and are not allowed to leave the room during the first 30 minutes. There is a case where a lecturer specifies the time of entering and leaving the examination room separately. In the final examinations and placement test of *Jissen Eigo*, however, students are not allowed to neither enter the room after the start of examination nor leave the room before the end of examination;
2. Should be seated in every other seat in principle, or follow the instruction from invigilators as necessary;
3. Should bring their own student ID card and leave it on the desk during examination;
4. Should not place any item excepting authorized one on the desk or somewhere can be easily touched or seen by others;
5. Must switch off mobile phones, smart phones, and wrist watch type portable terminals, and are not allowed to use them as clock and calculator;
6. Are not allowed to remove their answer sheets from the examination room;
7. Should never act any of the following academic misconducts in examination;
 - (1) Taking an examination for another person and writing false name
 - (2) Having a cheat sheet or writing anything on the desk etc.
 - (3) Showing or exchanging question and/or answer sheets to another person
 - (4) Communicating with others, peeping, looking aside, and chatting
 - (5) Taking in an unauthorized item to the examination room
 - (6) Borrowing and lending an authorized item from/to others
8. Must follow all instructions given by invigilator, in addition to the above-mentioned items.

A violation of the items mentioned above would be regarded as act of dishonesty, which shall be subject to the following disciplinary action.

1. Disciplinary action specified in the university's regulations
 - (1) Expel from the university
 - (2) Suspension from the university
(Graduation in four years becomes impossible due to shortage of the study term.)
 - (3) Admonitory warning
2. Academic punishment (examples)
 - (1) The course registration of that subject concerned shall be invalid.
 - (2) All the courses and examinations which have been taken in that semester shall be invalid.
 - (3) All the courses and examinations which have been taken in that whole academic year shall be invalid.