

# JAAMACADDA CAMUUD

**AMOUD UNIVERSITY  
BORAMA  
SOMALI LAND**



**جامعة عمود بوراما  
صومالييلاند**

Ref: AU/Freshman/86

Date: 02/01/2020

## **Examination Rules and Regulations**

These rules and regulations apply to all examinations, therefore, please read this document carefully before attending the examinations

### **1. Exam Attendance**

- a) It is student's responsibility to find out the date, time and location of all exams he/she should attend

### **2. ID Cards**

- a) No student will be allowed to sit for any exam if he/she does not have a valid ID card, except with permission from the university administration.

### **3. Exam Materials**

#### **You can bring:**

- a) Pens and pencils
- b) Unmarked eraser
- c) Unmarked ruler
- d) Unmarked calculator if allowed

**Students must not bring into the examination venue, have in their possession, under their control, or within their reach:**

- a) Bags of any description
- b) Any books or papers
- c) Electronic device (including iPods, iPads, mobiles, earphones etc.)

#### **4. Invigilators**

- a) The invigilator has the final authority in the examination room. Any attempt to defy his/her authority will not be entertained or tolerated and could result in expulsion from the exam room.

#### **5. Sign in sheet**

- a) As proof that the student has attended an exam, he/she must make sure that he/she signs the exam attendance sheet.

#### **6. Behavior in the exam room**

##### **You must not**

- a) Cover your face, if you are a female student from start until end of the examinations.
- b) Talk, unless you need to speak to a supervisor
- c) Disturb other students or disturb the tranquility of the exam
- d) Communicate in any way with other students
- e) Enter exam after 30 minutes of commencement
- f) Leave exam during first 30 minutes
- g) Leave an exam until all your exam materials have been collected by a supervisor
- h) Take exam materials from the exam venue unless authorized by the supervisor

##### **You must:**

- a) Sit in any seat in the exam room unless a supervisor tells you to sit elsewhere
- b) Read and follow the instructions on exam paper
- c) Follow all the instructions from exam supervisor

#### **7. Un Authorized Materials**

##### **You may face disciplinary action if invigilator has found unauthorized materials**

- a) On or next to your desk or chair
- b) In or on your cloths
- c) On your body

## 8. Cheating

### A student must not, while in the examination venue

- a) Use, or attempt to use, any book, memorandum, notes or paper other than the examination paper and such answer books etc. as supplied to them by the invigilator.
- b) Aid, or attempt to aid, another student.
- c) Obtain, or attempt to obtain, aid from another student.
- d) Communicate, or attempt to communicate, in any way, with another student.

### A student will be considered to have cheated in an exam for the following reasons:

- a) Be in possession of an authorized material in an exam room, this include books, notes, calculators with pre-set formulas, slips pf paper with pre-written information, information written on hands/arms, referring to notes written on walls, desks and other furniture.
- b) Communicating in and any way (verbally or vocally) with any other students during the examinations
- c) Be in possession of an answer sheet other then AU answer sheets issued by the invigilator
- d) Attempting to copy or marking reference to unauthorized material during the exam
- e) Attempting to copy from any other students

**NB: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

## 9. Exam Duration

- a) At the end of the examination, students must stop writing immediately when it is announced that the exam has ended.
- b) Refusal to stop writing after the invigilator has declared the exam time over may result in the cancelation of student's paper