

## **EXAM PROCEDURES FOR STUDENTS**

- Students without IDs will not be accepted to the exam.
- Students can only bring pencils (no pens), erasers and pencil sharpeners with them to the exam. They are not allowed to ask for these items from their friends or invigilators.
- They can have a bottle of water but no food in the exam room.
- Tissue paper is allowed provided that they have nothing written on them.
- All electronic devices will be collected. If you are caught with a second electronic device on you, you will be asked to sign an incident report form, which will lead to disciplinary investigation.
- If any of your electronic devices that are collected is on, you will be asked to sign an incident report form, which will lead to disciplinary investigation.
- If the invigilator warns you once during the exam, you have to sign an incident report form when you are asked to do so. This will lead to disciplinary investigation.
- Students cannot go to the toilet unless there is an emergency. If you are sick, please let your invigilator know in advance.
- Latecomers will not be allowed to the exam room.