



Exam Rules and Regulations

These regulations apply to all in-class undergraduate and graduate exams whose weight is equal or more than 10 percent of the overall grade.

1. Students must be on time for all examinations. Students who arrive late may be admitted to the examination room with no additional time given;
2. Students are not permitted to wear coats, scarves, hats or outdoor clothes during exams. The professor/proctor will request that students remove any clothing of this type for the duration of the examination. Moreover, this kind of clothing may not be put on the desk;
3. All mobile/smart devices must be off or switched to silent with no vibration and put face/screen down on professor/proctor's desk. Failure to observe this requirement will be treated as a violation of Honor Code;
4. Students must bring their own pens, pencils, and any other required equipment to each examination;
5. Students are not allowed to bring papers to the examination. Exam sheets will be provided by the University;
6. For examinations requiring the use of a calculator, unless otherwise specified by the examiner, only non-programmable, non-text storing calculators are permitted;
7. Talking or communicating in any other way with other students is forbidden during the exam period. Failure to observe this requirement will be treated as a violation of Honor Code;
8. The professor/proctor has the authority to assign to or change seats of the students;
9. It is strictly forbidden for students to be in possession of any notes, documents or unauthorized material; Failure to observe this requirement will be treated as a violation of Honor Code;
10. In open-book exams, the students are not allowed to bring any materials other than those permitted by the professor of the course. The professor will send the list of permitted materials prior to the exam;
11. Students are not allowed to bring food into the exam as it could disrupt others;

12. If a student suspects that there is a printing error in exam paper, he/she should consult the professor/proctor;
13. If students have any question, any point to make, they should raise their hand and wait for the professor/proctor to approach them. They are not allowed to talk to anyone else;
14. Students are not allowed to leave the examination room during the first 30 minutes of the exam; Students are to stop writing immediately when told to do so at the end of the exam;
15. Students are not permitted to leave the examination room unless they finish their exams. In exceptional circumstances they may be allowed to leave the room under the conditions set by the professor/proctor;
16. Students bear responsibility for the consequences of illegible writing; What cannot be read, will be assumed to be incorrect;
17. Take-home exams must be submitted through software-assisted plagiarism detectors electronically (regardless of the hardcopy policy of the professor). If the students fail to do so for a legitimate reason, the professors must make sure to check the papers through such programs;
18. The students are expected to be familiar with the Honor Code of the ADA University and all other documents relevant to the conduct of the exams;
19. In case of suspected violation of Honor Code, a student will be given a first oral warning, their seat may be changed; With the second warning, the test papers shall be taken and test results annulled. The name will be reported to the administration and be referred to the ADA Honor Code Committee; Penalties for misconduct will be a zero on this exam, a fail grade in the course, and/or other disciplinary action that may be applied by the ADA Honor Code Committee;
20. The course professor may include exam rules and regulations in addition to the rules listed above. In case any of the additional rules and regulations defined by the professor are in contradiction with the ADA University Exam Rules and Regulations, the latter will prevail.