Following are some useful instructions for Exams::

•Check the exam timetable carefully. Make sure you know the time and locations of your exams.

•Student is expected to be in campus at least 15 minutes before the actual exam time in order to check his/her place (room and seat).

•Students will NOT be admitted to the examination hall after 15% percent of the examination has elapsed (Note: NO extra time will be given).

•Place your Student ID card on your desk, you are required to show your student ID to the instructor who's proctoring in the exam hall. Remember that if you forget your Student ID, you are not allowed to enter the exams. (NO ID, NO EXAM).

•Leave your mobile phone, smart watch and all electronic devices that can be used for communication and storing information at the reception. Bringing any of above mentioned devices to the exam rooms will be considered as cheating, Pencil cases and glasses cases must not be taken to your desks.

•Student must bring the authorized stationery and exam supplies: pen, pencil, rubber and pencil sharpener.(Calculator and Dictionary are authorized only when it is approved by examiner).

•Avoid any methods of cheating including communication with each other, bringing written materials to exam rooms, writing on hands or body parts etc. Remember that talking is not allowed at any time in the exam hall.

•Keep your eyes on your own paper. Remember, copying is cheating!

•Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times. For example, if you are asked to sit in a designated place then you must do so and you must not move.

•If you have a question or need more papers, raise your hand and a teacher will come to you. Teachers will not give hints or answers, so please do not ask for them.

•Leave the exam hall quickly and quietly. Remember to take all your belongings with you. (Remember to collect all your belongings from Reception.) You must remain silent until after you have exited the building.