

Periodical Examinations in Graduate School/Faculty of Economics

Special information about periodical examinations

- **If a student is found to be cheating during an exam, all credits in the semester will be invalidated. Suspicious actions observed by invigilators will be considered attempted cheating.**
- Students should check exam venues and seats beforehand on BEEF+, Google Classroom etc. Also seating carts will display at the entrance hall at the main building.
- Other faculty's courses will make announcements from their faculty.
- Students must use black or blue pens when they answer the faculty of Law's course exams. Using erasable pens and correction tape are not permitted.
- Students must obey invigilator's instructions.
- Students must put their student card on their desk in the exam venue.
- Do not put anything other than tools for writing (pens, pencils, erasers are okay) and authorized materials on the desk.
- Students must switch off all electronic devices: smart phone, smart watch and tablet PC etc. These electrical devices cannot be used as a watch, an electrical dictionary or calculator.
- Students cannot enter the exam venue 20 minutes after the exam starts and cannot leave the exam venue within 30 minutes and 10 minutes before the exam finishes.
- If a student leaves the exam venue once, they are not allowed to re-enter the room until the invigilators finish collecting all answer sheets.
- Students should not talk while they are in the exam venue and after leaving from the exam venue.
- Students must fill in the course name, their faculty name, student number and their name on answer sheets. **Even if the answer sheets are blank, students are never allowed to take them from the exam venue.**
- Students should not write anything other than the answers.