

Al-Maktoum College of Higher Education

Examination Rules for Candidates (Students)

Department/Team	Policy
Academic	018
Reference No.	Version No.
ALM/ACD/POL/018/RV1	1

Approved by:

Board/Committee	Date
Academic Council	04.07.2024

Date of next review:
July 2025

Examination rules for candidates

1. Candidates must acquaint themselves with the Academic Regulations.
2. Candidates must acquaint themselves with the examination timetable.
3. For on-campus examinations candidates shall not be allowed into the examination room until 10 minutes before the start of the examination.
4. Candidates may not have at or near their examination desks any books, materials or other equipment except such as the examiners have explicitly specified or permitted candidates to make use of during the examination in question. All bags, cases, notebooks, textbooks, equipment and other extraneous materials (other than as specified or permitted above) shall be deposited in a place designated by the Chief Invigilator before candidates go to their desks.
5. *Candidates may only use portable calculators, if the rubric of the paper specifically allows them to do so.* If a calculator with a memory is to be used, the memory must be cleared prior to entering the examination room. Calculators may be used only for mathematical, numerical and statistical calculations. Displaying of text (prose) will be considered a breach of regulations (except expressions directly associated with the calculations defined in the previous sentence).
6. Any electronic devices capable of displaying text (e.g. PDAs or calculators with text memories) or communicating outside the examinations room (e.g. mobile phones or smart watches) must be kept switched off in the examination room and anywhere else while the candidate remains under examination conditions. Mobile phones can be used to display digital ID cards, but then must be switched off after the ID check (see point 8) and placed in a bag or coat at the back of the exam room. It is the responsibility of the candidate to ensure that any such device brought into an examination room can be stored securely for the duration of the examination.
7. The use of dictionaries in examinations is only permitted by students for whom English is not their first language. Students must take note that invigilators will inspect dictionaries to check that they do not contain additional notes, added after the time of publication, which would do more than enable a word to be translated. The use of dictionaries for any other purpose is likely to be considered a breach of examination regulations. Electronic dictionaries are not allowed. Technical dictionaries may not be used unless specifically permitted by the rubric of the examination.
8. Candidates must complete the front page of the examination answer book, and an attendance slip and display their student ID card (or digital ID card) on the examination desk. The student ID card / digital ID card allows a check to be made of the candidate's identity as a means of detecting academic deceit. Once the Invigilator has checked the digital ID card the phone must be switched off and placed in a bag or coat at the back of the exam room. The loss of a student ID card during the academic session must be reported immediately to Student Administration. In the event that a candidate discovers that he/she has entered the examination room without a student ID card / digital ID card this should be reported immediately to one of the invigilators.
9. Candidates shall be allowed to enter the examination room up to 30 minutes after the starting time of an examination. For examinations of less than 90 minutes duration, candidates shall not be allowed to leave the examination room prior to the end of the examination. For other examinations, candidates shall not be allowed to leave during the first 30 minutes and the final 30 minutes of the examination.
10. Candidates wishing to leave the room temporarily may do so if accompanied by an invigilator. Candidates who leave the room unaccompanied by an invigilator will be excluded for the remainder of the examination.

11. Candidates may communicate with an invigilator only and should indicate their wish to do so by raising a hand. Candidates must not communicate with one another, and no object may be passed from one candidate to another.

12. Candidates found cheating or committing any other malpractice shall be subject to disciplinary action.

13. Candidates having concluded their examination must remain seated until permitted to leave by an invigilator.

14. Examination answer books shall not be defaced, have pages removed from them or be taken from the examination room. All examination materials and at least one examination answer book bearing the candidate's student number must be left on the candidate's desk.

15. If the fire alarm sounds or other incident occurs during the examination candidates must follow the instructions of the Chief Invigilator. Candidates must leave the room in silence taking only their personal belongings, and not any examination papers or associated material from the room. Candidates must not communicate with each other or in any way attempt to take an unfair advantage of the situation. Any candidate positively detected consulting a book, for example, will be deemed to be in breach of examination regulations. Candidates must re-enter the examination room only on the instruction and under the supervision of the invigilators. Any candidates who do otherwise will not be permitted to continue the examination.