

Guidelines for Examinees – Spring Semester 2021

1. The examinee must arrive to the examination room with an ID card that includes a photograph.
2. The examinee who has time extension must arrive to the examination room with printed time extension document and present it to the supervisor if necessary.
3. Be sure to sit in the exam room to which you have been assigned. Your placement will be noted on the [STUDENTS](#) website.
4. The instructions provided by the exam supervisors must be followed. Keep quiet and make sure that things remain orderly so as not to disturb the other examinees. The supervisors may, at their discretion, move examinees from their seat to another seat at any time.
5. **Entering the exam room and receiving the exam is considered as taking the exam.**
6. You can start the exam only within 30 minutes of its start time. After 30 minutes from the start of the exam, it will no longer be possible to enter the exam room and take the exam.
7. The exam must be taken independently.
8. Exiting the exam room is permitted for using the bathroom only, and in accordance with the rules shown in the table below:

Exam duration	Instructions for going to the bathroom
1.5 hours	Going to the bathroom is not permitted
Two hours	It is permitted to leave to use the bathroom after 45 minutes, and only for the next 30 minutes. Do not go to the bathroom during the last 45 minutes of the exam.
Three hours	It is permitted to leave to use the bathroom during the second hour of the exam. Do not go to the bathroom during the last hour of the exam.

Exiting the exam room for any other reason is prohibited. In exceptional circumstances, the supervisor will allow the examinee to leave, but not before 60 minutes have passed after the start of the exam.

9. There is no smoking in the building at all, and especially not in the exam room.
10. **Violating the exam regulations will result in a disciplinary hearing.**
11. **It is important to note that:**
 - Bringing or using any outside material in the classroom is prohibited (unless explicitly permitted) and will constitute a disciplinary offense.
 - Having any electronic devices, especially cell phones, smartphones, and headphones next to the student is prohibited, unless special permission has been obtained for the use of headphones. All devices must be turned off and placed in a bag.

Good luck on your exams