

## IUJ Examination Guidelines

Whether or not a course will have a mid-term and a final examination and the format in which these examinations will be taken are left to the discretion of each course instructor, who should announce these matters early in the term. Final examination plans, after announcement, may not be changed without the approval of the Dean.

### **Responsibility of Course Instructor**

Prior to the examination, a course instructor should explicitly communicate to students his or her expectations for standards of behavior that are consistent with the honor code, and students should be warned of the consequences of cheating.

A course instructor also should provide students with explicit instructions concerning the nature of exams and their conduct (this is especially important with any take-home exams; e.g. Whether or not group interaction is permitted), and general rules of the exam (time-limit, open/closed book, which items can be used during the exam, individual or group effort, group size, etc.)

### **Rules for in-class written examinations**

#### **<For Course Instructor>**

1. Weight of exam questions should be clear.
2. If the number of enrollees in one course is more than 40, the exams are to be conducted in MLIC 3F Hall or two classrooms, e.g. 102 and 103 when the hall is not available.
3. Distance between students (no sitting next to each other) should be arranged and having two people from the same country sit next to each other must be avoided. It is compulsory that a course instructor assign seating, which will be announced to the students just before the exam start. (OAA will prepare seating arrangement on behalf of the course instructor, when the request is made at least a week before the exam date.)
4. If the number of enrollees in one course is more than 40, all in-class exams should be proctored by two people; one is course instructor and the other is a teaching assistant (TA) for the course (or an OAA staff member in case of a course with no TA). If the instructor cannot be a proctor, arrangements have to be made to assure that the relevant student questions relating to the exam can be answered.
5. Place a video camera(s) in a room where an exam is conducted.
6. To ensure fairness, examination time should be strictly observed (at the faculty's discretion).
7. When examination is complete, students will individually turn in their completed examination documents to the professor or proctor. Having students pass the answer sheets to other students is not allowed.
8. If a course instructor witnesses any improper actions committed by the students during the exam, he/she has to take an appropriate action against the (potential) cheater and report it to the Dean after the exam.
9. When TAs are assigned as proctors, they are confined only to the designated room(s) and not allowed to go over to other rooms without an explicit permission from the course instructor. If there is any issue related to examination question and it is beyond the capacity of the TAs, they must refer it directly to the course instructor.

#### **<For Students>**

1. Students are not allowed to turn over exam sheets until they are told to do so.
2. No materials except those which are allowed by the course instructor should be on the desk.
3. Students must not share their textbooks or notebooks during open book exams.
4. Mobile phone should be turned off and be put in the bag. Bags should be put in the rear or the front of the classroom until the exam is over.
5. A student who talks to his classmate(s) should be warned. When he/she gets warnings twice, he/she must leave the classroom immediately and will receive a failing grade for the exam.
6. When a student is found cheating or exhibiting any other misbehavior, he/she must leave immediately and the exam will receive an "F" grade.
7. A student who does not stop writing after the designated time will be warned, and must turn in his/her paper immediately.

8. It is a student's responsibility to report to a course instructor or a proctor in or immediately after the exam if he/she witnesses any improper actions committed by a student. The quick report will help the administration to investigate a suspected violation of the academic honor code.