

## **PROCEDURES FOR EXAMS**

The student shall be aware of the following:

1. No **COATS/JACKETS** or **BAGS** are allowed near the tables.
2. All **MOBILE PHONES** have to be **SWITCHED OFF** and be placed in the bags or given to the supervisor. It is not allowed to have them in a pocket.
3. **IDENTIFICATION WITH A PHOTOGRAPH** shall be visibly placed on your table.
4. Read the **INSTRUCTIONS** on the exam.
5. All papers have to be marked with **CODE**.
6. When going to the toilet, you need to notify the attendant's who will sign you on the **PAUSE LIST**.
7. You have to hand in the **COVER SHEET** regardless if you hand in your exam or not, also hand in all unused paper, and **SHOW YOUR IDENTIFICATION**.
8. Nobody is allowed to leave the room before the first **45** minutes have passed.
9. You will **NOT** under **NO CIRCUMSTANCE** take contact with another student during the exam.