

## **Exam schedule**

Students must find out when their exams are scheduled and write those exams at the times scheduled by the Frederick Institute of Technology. **Exam schedule is posted in the website.** The excuse of misreading the exam schedule will not be accepted.

Please note that each exam day is divided into 3 sessions:

- Morning (starting at 08:30),
- Afternoon (starting at 13:30)
- Evening (starting at 18:00–Nicosia / starting at 18:30-Limassol).

## **Examination Admission time:**

- Candidates are responsible for presenting themselves at the examination room at the appropriate time.
- Candidates may be admitted to the examination room **up to 30 minutes** after the official start of the examination but not normally thereafter. No allowance will be made for lateness in terms of extra time at the end of the examination.

## **Valid student identity card**

### **Inside the Examination Room:**

- The invigilators will announce details of the seating plan once students are in the examination room.
- Students **must bring their Valid Student Identity Card** with them to the examination room and will be required to place it on the desk immediately after taking their seats. Students will be required to display their student Identity Card on the desk throughout the entire examinations. It is the responsibility of students to replace mislaid or lost Identity Cards before examinations. Students without their Student Identity Card will not be allowed to take the exam.

## **Absence from Examinations**

It has been identified that an inordinately large number of students applies for a second exam (within the examination period) due to absence from the specified examination dates. It was therefore decided that **applications for re-examination will not be approved.**

In extreme cases (e.g. hospitalization, representation of Cyprus abroad), a special purpose committee will examine the relevant applications. Applications are submitted, together with supporting documents, to Office 37 in Nicosia and the Studies Office in Limassol. Applications will be accepted at most three days after the examination date for which the student did not attend.

In case the said Committee approves the application, re-examinations will take place on Monday, 30<sup>th</sup> January and Tuesday, 31<sup>st</sup> January 2012.



## **Examination General Information**

- Candidates must use only the official stationery provided (Examination Answer Book and additional official paper).
- Any rough work must be written on additional official paper given by the invigilator. Note that rough work, if any, should be crossed out and attached to the Answer Book upon completion of the exam. Nothing other than the question paper may be taken from the examination room.
- Students should complete their identification details in the Examination Answer Book as well as the course code, the registration number and their instructor's name and they may not begin writing until the start of the examination is announced by the invigilator.
- Once inside the examination room the invigilators will provide detailed instructions for candidates.
- Bags, briefcases and coats may be brought into the room but must be left in a place identified by the invigilator.
- The use of mobile phones or other electronic communication or storage devices (including iPods, MP3/4 players, etc) is not permitted and mobile phones must be switched off during the exams and placed in personal bags or pockets. If a student does not have a personal bag or pocket, the mobile phone should be placed in a place identified by the invigilators. Students found with mobile phones or other electronic communication or storage devices (including iPods, MP3/4 players, etc) will be referred to the Disciplinary Committee.
- No books or calculators or other aids or sources of information may be brought into an examination room unless authorised by the lecturer of the course. Candidates will be notified in advance whether this is the case.
- The consumption of food and drink is not permitted in the examination room.
- Smoking is prohibited.
- Whilst in the examination room candidates must not communicate with another candidate in any way. Such action may result in immediate expulsion from the examination room.
- If an invigilator suspects a candidate of cheating, she/he shall impound any prohibited material and shall inform the Disciplinary Committee as soon as possible.
- Cheating is an extremely serious offence, and any candidate found by the Disciplinary Committee to have cheated or attempted to cheat in an examination may be deemed to have failed that examination, or be subject to such penalty as the Disciplinary Committee considers appropriate.
- Any candidate creating a disturbance the examination room may be dismissed.
- A candidate wishing to leave the examination room temporarily must seek the prior permission of an invigilator, and will be accompanied by an invigilator throughout the absence.
- No candidate may leave the examination room during the first 30 minutes of the examination.
- Candidates who finish writing and wish to leave the examination room must give their Answer Book to the invigilator and sign the student signature list.
- Care must be taken not to disturb other candidates when entering or leaving the examination room.
- Candidates experiencing health problems during the exam should report it to the Invigilator.



## **Disciplinary misconduct and inappropriate behaviour during the exams**

Students that have inappropriate behaviour or commit any disciplinary misconduct during the exams will be reported to the Disciplinary Committee.

### **Disciplinary offences are:**

- Cheating or attempting to cheat at the exams
- The use of any unauthorised material
- The use of mobile phones during the exams\*

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Some of the **penalties** of the Disciplinary Committee in the cases of cheating or attempting to cheat are failing the course or even be expelled from FIT.