



KAMK • University  
of Applied Sciences

## Exam Rules

The following rules are followed during exam sittings:

- Retake exams take place in the evenings from 6.00 p.m.–8.15 p.m. in the Taito 1 building.
- Students must be present at 5.40 p.m. at the latest due to practical arrangements. The students gather in front of the TA1 auditorium and supervising teachers guide them to the classrooms.
- Students may only enter the exam room when the supervisor is present.
- If you are late, maximum limit is 15 minutes when you still can enter the classroom. You are allowed to leave the room only after half an hour after the exam has started.
- Students have to prove their identity when they arrive to sit the exam (driving license, passport, ID card with photo)
- Students must leave bags at the front of the classroom. Mobile phones must be turned off
- Students are allowed to take writing equipment and any other material announced in the exam registration envelope with them into the exam. Scientific calculators cannot be used in exams unless a teacher has authorised their use, the use of electronic dictionaries is not allowed.
- Exam papers are given by the supervisor, no other papers are allowed. All papers connected to the exam must be returned to the supervisor.
- If a student has more than one exam to take on the same exam date, the exams should be completed one after the other (the exam supervisor/monitor will hand over the exam paper and check the instructions for the material after the first exam papers have been handed in)
- Students must follow the seating order announced by the supervisor.
- The examination itself begins when the supervisor gives permission for the exam to start.
- Students are not allowed to talk during the exam.
- Students confirm their participation by signing the register of participants.
- The normal duration of a retake exam is 3 x 45 minutes. In other cases, the length is announced in the exam registration envelope. At the beginning of the examination the supervisor announces when exams lasting different lengths of time will terminate.

The supervisor is allowed to interrupt an exam if he/she suspects that someone is cheating. In such a case the Students concerned must leave the examination room immediately. The supervisor then hands the matter over to the appropriate Head of School. If students cheat during an exam they will not be permitted to retake the exam the same year. The exam must be re-sat during the following year. Please read more about the consequences of cheating and plagiarism from the Good Manners and Appropriate Behaviour in the Academic Year Guide.

### Independent Assignments

It is necessary to exercise care and caution in the use of paraphrasing and quotations from other people's material when producing written work of your own. If you obtained the information from literature, directly from another person or other sources you **must always record and mention the original source**. If the author presents other people's ideas, texts etc in his/her own name, he or she will be guilty of plagiarism. Cases where sources have been used without being recorded and mentioned in the appropriate manner will be investigated in detail. **The consequences of using other people's work as if it were your own could be e.g. the rejection of your work or the whole course.** Repeated plagiarism will lead to an official warning and possibly temporary suspension from studies in serious cases. Students will be heard before any action is taken.