



IUMS PHARMACY SCHOOL
EXAMINATION REGULATIONS

The purpose of these regulations is:

- a) To assure the integrity of the university's examinations; to facilitate the proper conduct of examinations.**
- b) To provide for a well-ordered and calm environment in which students can complete their examinations.**
- c) To ensure that no student can gain unfair advantage over their peers.**

Students found in breach of these Regulations will be subject to disciplinary action and sanctions.

Exam regulations checklist

Make sure you are fully prepared.

Before the exam

- 1- Timetable - print it out in good time
- 2- Venue - make sure you know where on campus the exam room is
- 3- Lateness - plan your travel and route and aim to arrive 30 minutes before the start time
- 4- Admit Card required - have your Admit Card with you. It is the only ID accepted.
- 5- Equipment - check you have everything you need. You are responsible for what you bring into the exam, so if you borrow equipment you must ensure there are no notes or annotations that may be viewed as potential cheating
 - Pens - black or blue only
 - Pencils, a sharpener and an eraser - especially if doing an MCQ examination
 - Calculator. Is it allowed? Is it working? Do you need to take a spare?
- 6- Notes - check you have no notes written on your hands, arms or clothing. Any writing observed on you will be investigated as potential cheating.

Items you will not be permitted to keep with you in the examination room

- Coats
- Bags or Pencil cases (even transparent ones)
- Blank paper
- Mobile phones/tablets/Bluetooth devices
- Notes of any kind
- Headwear

If you bring these items with you, invigilators will specify a place where they must be left. In particular, phones must be switched off, with all pre-set alarms disabled. The phone will be confiscated if found on your person or on or near your desk, and its presence may be regarded as cheating.

On the day of the exam

1- **Mitigating circumstances** - if you are too ill to take the exam or your condition may be a danger to others, go to your GP for advice and request a medical certificate stating you were unfit to attend and submit this to education office during next 3 days.

2- **Seating** - check the seating list outside the exam room. You must sit in your allocated seat

3- **Mobile phone** - turn it off, including any alarms that may be set, and don't keep it on your person - it will be automatic grounds for investigation for cheating. Please check the List of items not allowed in the exam room

4- **Talking** - As soon as you enter the exam room, you may not speak to anyone other than an invigilator. Speaking to friends, even if just wishing them good luck, will be automatic grounds for investigation for cheating.

5- **Leaving the exam** - You must ask permission from the invigilator if you wish to leave the exam.

6- **Students must be currently registered to sit an examination.** Any student who is not currently registered may, at the discretion of the Invigilator-in-Charge, be prevented from sitting an examination.

7- No student shall aid, or attempt to aid, another student, or obtain, or attempt to obtain, any assistance from another student, or communicate in any other way with another student during an examination.