o   Students must take all exams as scheduled. An unexcused absence constitutes a failure in the course and grade “I” is awarded and noted in the student’s transcript  
  
o   Students may be allowed an examination deferral on the grounds of justified hardship (i.e. accident or sickness with medical certificate)  
  
o   Students must sign in for examination.    
  
o   All students MUST present the registration receipt and passport / ID card/ student ID card to the invigilator on duty; otherwise they will not be admitted into the examination room  
  
o   Students are expected to arrive at the scheduled time to the examination room. Latecomers will only be admitted into the examination room if they show up during the first thirty minutes  
  
o   Students are required to bring their own calculators (where permitted), pens, pencils, and erasers. Sharing is not permitted.  
  
o   Students are required to turn off their mobile phones  
  
o   Students are expected to remain in the room during the exam and not leave except for absolute emergencies (i.e. bathroom or illness)  
  
o   If cheating is found, the student will receive an “F” grade for the exam where cheating is found to have occurred. For the Master’s Degree level, students not be permitted to register in the following two semesters.  
  
o   Students should dress appropriately, no shorts and sandals.  
  
-For the undergraduates, If students attend the course less than 50% of the class hours then professors can automatically issue the failing grade (F) and ask the student to retake the course again. Please ask the students to sign in especially during the first two days of classes to prevent students who take