

ON CAMPUS EXAM GUIDELINES, 25 MAY 2023

The retake examinations for the MSc and MBA students will be conducted **on campus** on **THURSDAY, 25 MAY 2023 at 7:30 – 9:45 PM.**

Timetable

RETAKES EXAM TIMETABLE 25 MAY 2023				
Programme	Module name & code	Exam date	Exam time	Exam hall
MSc Engineering Management	Total Quality Management (ENGM508)	THURSDAY 25/05/2023	7:30 - 9:45 PM	FF101, 1st floor, Block 10
MSc Informatics	Data Mining and Exploration (INF504)			

Format of the exams

The exams will be conducted using the pen and paper method.

What should you do if you are unable to take the exam on campus?

Students who are unable to take their exams on campus will have two weeks to submit a mitigating circumstances (MC) form. The form will be sent to the Head of Programme (HoP) for approval.

Please contact the Student Administration (sa@buid.ac.ae) for submitting the mitigating circumstances form. The mitigating circumstances form must be submitted by **20 MAY 2023.**

University transport

The University will not offer transportation for students for the exams. Students are responsible for making their own travel arrangements.

Admission to the exam hall/ campus

Admission to the exam hall/ campus will be as per the Ministry of Education protocols and procedure.

In the examination hall

Students must display their student ID card or Emirates ID card at the exam desk that has been allotted to them. Students will have to sign their student register in front of the invigilator.

What students can carry to the exam hall

- A transparent water bottle
- A transparent bottle of hand sanitiser
- All exam-related documents
- University student ID card or Emirates ID card

During this examination, you are not permitted to have any unapproved materials on your desk or on your person. This includes, but is not limited to, the following:

- Mobile phones
- Smart watches and bands
- Electronic devices (including additional monitors, earphones, headphones etc)
- Headwear (hats, hoodies **excluding religious headwear**)
- Draft paper (unless permitted)
- Textbooks (unless specified)
- Notes (unless specified)

Reading time

To help your chances of success in the exams, 15 minutes of reading time will be added to the normal exam time for all examinations.

During the 15 minutes you can:

- read the question paper
- annotate or highlight the question paper.

However, you will not be allowed to:

- open the answer book
- write in the answer book
- add any loose sheets/supplements to your answer book
- use calculators.

Failure to comply with these rules will be considered as a serious breach of the exam regulations.

The written component for each exam remains at 2 hours, unless otherwise stated.

Conduct during exams

During exams, it is important for students to follow proper conduct to ensure a fair and respectful environment for everyone. This can include following rules such as:

- a) Arriving on time for the exam
- b) Not bringing prohibited items such as phones, cheat sheets, or notes into the exam room
- c) Not talking or communicating with other students during the exam
- d) Not engaging in any form of academic misconduct, such as plagiarism or cheating
- e) Respecting the invigilators and following their instructions
- f) You may not leave the exam room temporarily unless an Invigilator escorts you.

- g) Eating, unless for medical reasons, is not permitted in the exam room. Smoking is not permitted.
- h) If you are found with any study notes or revision aids during an exam you will be reported to the Examinations Office. This applies whether the item is on you, in your clothing, in a pencil or instrument case, on a mobile phone, on the floor or elsewhere other than the area designated by the Invigilator.
- i) If you cheat, or help another candidate to cheat, you will be reported to the Examinations Office. This may result in your exam paper and registration as a student being cancelled.
- j) Examples of cheating would be:
 - having any book, notes or documents on you during the exam or finding you in a situation that suggests you could have used them during the exam
 - talking to, copying from or in any way colluding with another candidate
 - removing any exam materials provided.
- k) Disruptive conduct during exams will not be permitted and will be reported to the Examinations Office. You may also be removed from the Examination Hall.
- l) The Invigilator has the right to terminate the exam of any candidate suspected on reasonable grounds to be in breach of any of the items outlined above and to have the candidate escorted from the exam room before the exam has finished. In such cases a full report will be made to the Examinations Office.
- m) You must stop writing as soon as you are told to do so. If you do not stop writing when told, your paper will be cancelled.
- n) You must not have your mobile phone switched on at any time during the exam.

Before leaving the exam room

- a) You must ensure that you fasten all supplementary answer books and pieces of graph paper inside your answer book before the Invigilator collects it.
- b) At the end of the exam you must stay in your seat until all answer books, question papers and any other provided materials have been collected by the Invigilators. Failure to do so may lead to disqualification.
- c) If you wish to leave the exam before the normal finish time you must notify the Invigilator who must collect your answer books, question papers and any other provided materials before permitting you to leave the Examination Hall. Failure to follow this rule may lead to disqualification.
- d) You must not remove your Question Paper or Answer Book from the examination room. All Answer Books will be submitted for marking.
- e) Removal of any exam materials provided by BUId from the exam room may lead to disqualification. Question papers and answer books remain the property of BUId and as such may not be removed from the Examination Hall.

- f) You may not leave the Examination Hall during the first 60 minutes or the final 15 minutes of the exam.

Exam seating arrangements

- a) Proper seating arrangements will be in place for the exams. The exam hall seat plan, including student names, ID numbers, and desk numbers, will be posted outside the exam hall.
- b) Students are expected to check the seat plan carefully and ensure that they are sitting on the correct desk allocated to them.
- c) It is important to follow the seat plan to ensure fairness and prevent any confusion during the exam. If you notice any errors in the seat plan, please inform the invigilators immediately.

Washrooms breaks

No washroom breaks will be allowed during the two-hour exam. If a student has a medical need for a break, they must provide a valid medical certificate before the start of the exam.

Miscellaneous

If you are ill during the exams, you must inform the invigilator who will advise of this in their report. Please let us know if there are any other circumstances, which may affect your exam performance, such as death or serious illness of a close relative. Send us details in writing (even if you have already informed an Invigilator) and send supporting medical evidence or a death certificate as soon as possible.

Liability

BUiD will not be liable for any loss of, theft of or damage to personal belongings left in or outside the exam room. Any personal items brought to the exam are done so at the owner's risk.