# ON-CAMPUS EXAMINATION GUIDELINES

## Term 1 Final Examinations — Academic Year 2026/27

**Friday, 27 Nov 2026 to Tuesday, 1 Dec 2026**

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| **EXAM DATE** | Friday, 27 Nov 2026 to Tuesday, 1 Dec 2026 |
| **UG EXAM TIMING** | 9:30 AM – 12:00 PM (One session) on Friday, 27 Nov 2026<br>10:00 AM – 12:30 PM and 2:00 – 4:30 PM (Two sessions) from Saturday to Tuesday |
| **PG EXAM TIMING** | 9:30 AM – 12:00 PM on Friday, 27 Nov 2026<br>10:00 AM – 12:30 PM on Saturday, 28 Nov 2026 and Sunday, 29 Nov 2026<br>6:30 PM – 9:00 PM on Monday, 30 Nov 2026 |
| **EXAM HALL** | Classroom FF101, FF106, PDI HALL, First Floor, Block 10 |
| **IT SUPPORT** | +971 4 279 1480 \| it.services@buid.ac.ae |
| **EXAM OFFICER** | +971 4 279 1416 \| hassan@buid.ac.ae |

### Document Control

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| **Prepared by** | Examinations Office, BUiD |
| **Approved By** | Vice-Chancellor |

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## 1. Overview

The term 1 final examinations for BSc, BoL, MSc and MBA students for the academic year 2026–27 will be conducted on campus from **Friday, 27 Nov 2026 to Tuesday, 1 Dec 2026**. Exact dates and timings for each paper are published on the official University exam timetable.

Exam timetable: https://www.buid.ac.ae/current-student/my-buid/exams-timetable/

## 2. Format of the Exams

Exams will be conducted either using the pen-and-paper method or the Blackboard system. If conducted via Blackboard, the exam question papers will be available on the system and students are required to complete the exam online. No hardcopy will be provided unless the exam is paper-based.

## 3. IT Instructions — Exams Conducted via Blackboard

1. Bring your device fully charged, along with required accessories such as a charger and mouse. BUiD will not be able to provide laptops or accessories.
2. Use a device on which you have full administrator rights — limited access rights may prevent you from connecting to the BUiD network.
3. Immediately notify your invigilator/instructor if you suspect any technical issue.
4. Make sure you can log in to Blackboard — visit https://selfservice.buid.ac.ae/ to reset your password if required.
5. Connect to the SSID 'Student Open' Wi-Fi network.
6. Blackboard recommends the latest version of Windows 10 or macOS, using Chrome as the browser.
7. Disable the pop-up blocker for your browser.
8. **Students must ensure they have downloaded the latest version of LockDown Browser®.**
9. **Use of a virtual machine is not allowed, and LockDown Browser® will not run on one.**
10. For technical assistance, call +971 4 279 1480 or email it.services@buid.ac.ae.

## 4. Unable to Take the Exam on Campus?

Students who miss their final exams may submit a Mitigating Circumstance (MC) request. The request must be submitted no later than 5 days from the day of the exam, supported by official documents (for example, a sick leave certificate).

MC requests are submitted via the student portal: https://eu-quercus.ellucian cloud.com/app/buid/f?p=1308:LOGIN

## 5. University Transport

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

## 6. In the Examination Hall

Students must display their student ID card or Emirates ID card at the exam desk allotted to them and sign the student register in front of the invigilator.

## 7. What You Can and Cannot Bring

| ✓ PERMITTED | ✗ NOT PERMITTED |
|---|---|
| • A transparent water bottle | • Mobile phones and any smart wearables, including AI-enabled Meta Glasses or similar devices |
| • A transparent bottle of hand sanitiser | • Smart/digital/programmable/analog watches, Bluetooth devices, earphones, health bands, pagers, or similar electronic gadgets |
| • All exam-related documents | • Printed, blank or handwritten paper, log tables, writing pads, electronic pens, wallets, handbags, or goggles |
| • University student ID card or Emirates ID card | • Additional electronic devices, headwear (except religious headwear), draft paper, textbooks or notes, unless specifically permitted |

## 8. Reading Time

To help your chances of success, 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

### You will NOT be allowed to:

- Open the answer book
- Write in the answer book
- Add loose sheets/supplements to your answer book
- Use calculators

Failure to comply with these rules will be treated as a serious breach of exam regulations. The written component for each exam remains 2 hours, unless otherwise stated.

## 9. Conduct During Exams

It is important for students to follow proper conduct to ensure a fair and respectful environment for everyone, including:

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) Not leaving the exam room temporarily unless escorted by an invigilator.
g) Not eating (unless for medical reasons) or smoking in the exam room.
h) Reporting to the Examinations Office applies if you are found with study notes or revision aids during an exam — whether on you, in your clothing, in a pencil/instrument case, on a mobile phone, on the floor, or anywhere other than the area designated by the invigilator.

i) Cheating, or helping another student to cheat, will be reported to the Examinations Office and may result in disciplinary action.

j) Examples of cheating include the following:

> Having any book, notes or documents on you during the exam, or being in a situation that suggests you could have used them.
> Talking to, copying from, or in any way colluding with another student.
> Removing any exam materials provided.

k) Disruptive conduct will not be permitted and will be reported to the Examinations Office; you may also be removed from the exam hall.

l) Invigilators may terminate the exam of any student reasonably suspected of breaching these rules, with a full report made to the Examinations Office.

m) You must stop writing as soon as you are told to do so — failure to do so will result in your paper being cancelled.

n) Mobile phones must not be switched on at any time during the exam.

## 10. Before Leaving the Exam Room

a) Fasten all supplementary answer books and pieces of graph paper inside your answer book before the invigilator collects it.

b) Stay in your seat until all answer books, question papers and other materials have been collected by invigilators. Failure to do so may lead to disqualification.

c) If leaving before the normal finish time, notify the invigilator, who must collect your answer books and materials before you may leave. Failure to follow this rule may lead to disqualification.

d) Do not remove your question paper or answer book from the examination room — all answer books are submitted for marking.

e) Removal of any exam materials provided by BUiD from the exam room may lead to disqualification; these remain the property of BUiD.

f) You may not leave the examination hall during the first 60 minutes or the final 15 minutes of the exam.

## 11. Exam Seating Arrangements

a) Proper seating arrangements will be in place. The 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 sit at the correct desk allocated to them.

c) Following the seat plan ensures fairness and prevents confusion. If you notice any errors, inform the invigilators immediately.

## 12. Washroom 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.

## 13. Miscellaneous

If you are ill during the exam, inform the invigilator, who will note this in their report. Please also inform us in writing of any other circumstances that may affect your exam performance, such as the death or serious illness of a close relative, and send supporting medical evidsence or a death certificate as soon as possible.

## 14. Liability

BUiD will not be liable for any loss, theft, 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.

## Quick Reference Checklist

Before you head into the exam hall, make sure you can tick off every item below:

- Arrive at least 15 minutes early with your student ID or Emirates ID.
- Carry only permitted items — see the permitted/not-permitted table earlier in this document.
- If sitting a Blackboard exam: device fully charged, LockDown Browser® installed, connected to 'Student Open' Wi-Fi.
- Mobile phone switched off and not on your person.
- Check the seat plan outside the exam hall and sit at your allocated desk.
- Stay seated until all materials are collected at the end of the exam.

**Need Help?**
Examinations Office: +971 4 279 1416 | hassan@buid.ac.ae
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