



All students should follow these instructions before attending all exams:

1. On the day of exam, all students should **wear their lab coat** and gather in the assembly area: Administration block - Student affair Reception. **You will not be allowed in the exam hall without the lab coat.**
2. It is the responsibility of the students to get on the bus taking them to the exam hall **at 11:00 am.**
3. Upon arrival, students should:
 - Use the stairs to go the Exam hall.
 - Go to the exam hall **directly** and leave their belongings in the assigned cupboard.
 - Sign the attendance sheet, switch off (not silent) the mobile phone & hand it over to the invigilator.
 - **If the invigilator discovered any electronic device (mobile, ear piece, headset, etc) with the student during the exam time, it will be considered as cheating case.**
 - **Invigilators have the right to check out for any cheating material (electronics, papers, ...etc) in student's pockets or under scarves.**
4. Take one specific number and sit on your allocated seat. You are not allowed to change your seat at all without informing the invigilator.

Examination Committee

5. Make sure you bring your own stationery, as borrowing is **NOT** allowed in exam.
6. All students are recommended to go to bathroom before attending exam hall.
- 7. The college is NOT responsible for contacting any late student at the time of the exam under any circumstances**