**MIDDLE EAST TECHNICAL UNIVERSITY**

**GUIDE FOR RULES TO BE FOLLOWED IN AN EXAMINATION ENVIRONMENT**

METU students are obliged to comply with the METU examination rules indicated below, as well as other instructions deemed necessary by exam supervisor.

**Examination Rules:**

1. Students must appear at their exam hall at least 5 minutes before the exam starts and be seated as instructed by the exam supervisor (the course instructor/exam proctor).
2. It is at the discretion of the exam supervisor whether to admit latecomers to the exam or not.
3. Students are to abide by the seating assigned by the exam supervisor.
4. During the exam, it is mandatory that students have with them their student ID cards and the previously announced identity verification document (citizenship card, passport, etc.).
5. During the exam, all electronic communication devices (cell phones, etc.) and other electronic devices (mp3 players, all kinds of computers, calculators, etc.) not permitted by the exam supervisor should be completely turned off and placed in a location designated by the supervisor.
6. Before the exam starts, students must place all their belongings (books, notes, bags, cell phones, etc.) in a location designated by the exam supervisor.
7. Throughout the exam, the student’s face must be visible in a manner in which their identity can be ascertained.
8. During the exam, students shall only have pens/pencils, erasers, student ID cards and the necessary materials previously authorized by the course instructor on their desks/chairs.
9. Since answer sheets, and when deemed necessary, scratch/graph paper will be provided by the exam supervisor, scratch/graph paper should not be brought into the exam hall.
10. Students should write their names, last names and student numbers on the exam paper. The instructions on the exam paper should be carefully read.
11. Each student should only use the examination paper provided for them. They should not obtain an additional paper.
12. Students should wait for the exam supervisor’s instructions to start the exam.
13. Students should neither communicate with one another in any manner whatsoever (talk, make signs, etc.) nor exchange materials (pencils, eraser sharing, etc.) during the exam.
14. During the exam, students should refrain from behavior that might distract the attention of or disturb other students (eating something, reading the questions aloud, etc.)
15. When a student wishes to direct a question to the exam supervisor during the exam, they should raise their hand and remain seated. They should in no way leave their seat without permission.
16. Students should not enter or leave the exam hall during the exam apart from health reasons. If they have health problems, they should notify the exam supervisor before the exam and ask for permission to leave the hall in the event of a health issue during the exam.
17. Whether the students will be allowed to leave the exam hall for a certain period at the beginning or towards the end of the exam is determined by the exam supervisor and this should be announced before the exam starts.
18. When it is announced by the exam supervisor that the time allotted for the exam has terminated, students should put their pens/pencils and exam papers down on their desks and follow the instructions and directions given by the exam supervisor for the collection of the papers.
19. Before leaving the exam hall, students should make sure they have signed the attendance sheet.
20. Exam questions and answers may not be copied by students without permission. Exam booklets and/or answer sheets may not be removed from the exam hall without permission.

As stated in the *Academic Integrity Guide*, students should neither attempt to cheat, nor cheat during an examination as a requirement of academic integrity. Disciplinary action will be taken against students who, in any manner, attempt to cheat, cheat, or help other students cheat within the framework of the *Rules and Regulations Governing Student Disciplinary Actions in Institutions of Higher Education*.