

# Exam Guidelines

Please carefully read the information below, which contains some essential details about the coming days.

As you know, at IE, we take academic integrity very seriously, and we believe it's in your best interest to embrace it as well. According to IE Ethics Code, applicable to all the IE Community, **cheating and plagiarism are strictly prohibited, and any student found to be breaking these rules will be subject to academic sanctions**, which, depending on the gravity of the infringement, include failing the exam, failing the course, or even being expelled from the program.

**To have a smooth exams week, please follow the guidelines below:**

1. You must prepare for each exam and **arrive 15 minutes before the exam starts**. Those who arrive later, will not be allowed into the classroom until after the professor explains the exam. Once the professor has finished with the instructions and students have started the exam, the late arrivals will be briefed before they're allowed into the classroom. Late arrivals will have to deliver their exam at the same time as their classmates.
2. For exams lasting up to 2 hours, students are not allowed to leave the classroom and must ensure they have prepared their water bottles and used the restroom before starting.
3. Headphones are not allowed during the exam.
4. A second screen is not allowed during the exam.
5. Make sure that your electronic devices are turned off and put away before the start of the exam.
6. No form of social media or communication (emails/shared documents) is allowed during the exams.

IMBA PROGRAM MANAGEMENT