

RULES FOR IN-PERSON EXAMS

BEFORE THE EXAM



Arrival

Students must arrive at the exam room at least 15 minutes before the scheduled start time.



Identification

Students must bring a valid identification to enter in the room (IE University card, national ID, or passport).



Materials

Only authorized materials are allowed; all other belongings must be kept away.



Late Entry

Students will not be allowed to enter the room after 10 minutes from the official start time.

DURING THE EXAM



Conduct

Once the exam begins, students must remain silent and follow the invigilators' instructions at all times.



Leaving the classroom

Students who leave the room must hand in their exam and cannot re-enter, unless exceptionally approved by the professor.



Communication and Devices

Students may not communicate with others or access external materials or electronic devices during the exam.

AFTER THE EXAM

Submission

Every student present must submit their exam paper with personal details correctly filled in, even if they decide not to complete the exam.



Identification at Submission

When handing the exam, students must again show their identification to the professor or invigilator.



Refusal to Submit

If a student refuses to hand in their paper, the incident will be recorded and reported to the IE Ethics Committee.

