

Instructions for Monitoring the Exams (For Staff Members)

First Semester 2018-2019

The administration of the Center thanks you for your efforts to improve the educational process and reminds you of the examination instructions which we hope you all would be committed to. I would also like to ask you, my dear colleagues, to kindly confirm two points: **Students should not bring their mobile phone** into the examination hall and **they should not forget their University identity card**. This should be declared clearly and repeatedly in classes and before conducting the formal examinations. Furthermore, the Faculty members should distribute the examination instructions to all students; a sheet attached herewith titled: "Examination Instructions for Students".

Examination Instructions:

1. Receiving the exam envelopes at least fifteen minutes before the beginning of the exam.
2. Going to the exam hall five minutes before the beginning of the exam.
3. Verifying the student's identity, matching the student's photo, and asking any student who does not have **a University identity card** to leave the exam hall.
4. Informing students in the exam hall that they should not bring the smart phone with them under any circumstances. Students must be warned that looking at smart phones will be immediately considered as an attempt of cheating, which requires punishment.

5. Avoiding to look at or use the smart phone by the staff members, while monitoring the exam, unless absolutely necessary.
6. Avoiding side talks during shared monitoring.
7. Walking all around the examination hall from time to time and not standing still or sitting at the same place for a long period of time.
8. Preventing students from asking any questions about the content of the exam on the basis of the rule which states that "**No questions are allowed during the exam**". However, this should be left to the monitor's judgment in certain cases.
9. Reminding students of examination ethics and penal laws.

Thank you all for your cooperation.

With Due Respect.

Language Center Administration