

## EXAMINATION INSTRUCTION AND REGULATIONS FOR STUDENTS

*Updated by May 2024, under VUNI19 – Procedure in Organizing Final Exam at VinUni*

This document has been written to help you. Read it carefully and follow the instructions. There are two parts (i) **Final exam instruction**, (ii) **Possible sanctions for students who violate the rules in examination**.

### I. Exam instructions and regulations

No.	Rules
1	Be present at the exam room at least 15 minutes before the exam time.
2	Students are <b>not allowed</b> to enter the room <b>after 30 minutes have passed</b> during the exam.
3	No food and drink are allowed in the exam room, except a bottle of water.
4	Write clearly in PEN (black/blue ink). Do not write in pencil. Any pencil cases taken into the exam room must be see-through.
5	DO NOT use correcting pens, fluid or tape, erasable pens, highlighters, or gel pens in your answers.
6	DO NOT write inappropriate, obscene, or offensive material.
7	As per instructions of Invigilator, calculator or cheat sheets can be allowed to the exam room.
8	DO NOT take following items to the exam room: a) notes or any unauthorized material. b) potential technological/web-enabled sources of information such as an iPod, a mobile phone, an MP3/4 player or similar device, a smartwatch, or a wristwatch that has a data storage device.
9	Turn off communication devices, put them into your bag/ belonging and leave them at designated place.
10	Before submitting the papers, students are <b>not allowed to leave the room if the exam is one hour or less</b> .
11	Before submitting the papers, students are <b>not allowed to leave the room until one hour has passed and during the last 15 minutes</b> in exams lasting more than one hour.
12	Students are not allowed to submit the paper within the first 30 minutes of the exam OR the last 15 minutes of the exam.
13	Show student ID card when you are called into the room and place student ID card on the table during the exam time.
14	DO NOT make any noise in the exam room.
15	DO NOT cheat, copy, give anything to or take anything from other candidates.
16	DO NOT talk to, signal to or disturb other candidates.
17	DO NOT take from the exam room anything other than your personal belongings.
18	If you have any question, only speak to an Invigilator. Raise your hand and wait for the Invigilator come to you.
19	Listen attentively and follow the instructions provided by the invigilator.

## II. Possible sanctions for students who violate the rules in examination

Possible sanctions for students who violate the rules in examination or do not follow the instruction of invigilators, are considered from reducing, failing the grade to suspension or dismissal if the violation is repeated.

The following possible sanctions are based on the Student Academic Integrity Guidelines. This list is not intended to be a definitive disciplinary. The severity, frequency and mitigation factor are always considered before deciding disciplinary action for any cases.

No	Acts of violations	Possible sanctions
1	Looking at or attempting to look at another student's work. Talking, discussing with another student during an exam without permission	From reducing to failing the grade Suspension from the exam if the violation is repeated
2	Exchanging exam or draft papers; Copying from another student's work	From reducing to failing the grade Suspension from the exam if the violation is repeated
3	Bringing unauthorized study aid materials to the exam seat/ exam area	From reducing to failing the grade Suspension from the exam if the violation is repeated
4	Bringing in prohibited electronic devices (such as phone, smart watch, tablet, headset etc)	From reducing to failing the grade Suspension from exam if the violation is repeated
5	Exam impersonating or having someone to sit for the exam with their credentials/ID to receive academic credit.	Suspension from exam or dismissal of study
6	Gaining unauthorized access to exam question papers or submitted answers.	Reducing the grade Suspension from exam or dismissal if the violation is repeated

Refer more to Student Academic Integrity Guidelines

Appendix 4: Academic Integrity Violations for exams and tests

<https://policy.vinuni.edu.vn/all-policies/student-academic-integrity/>