

SECTION IV

EXAMINATION RULES

1. STUDENTS' OBLIGATIONS

Each student taking examinations set by UCY must be aware of the Examination Rules.

2. RIGHT TO PARTICIPATE IN FINAL EXAMINATIONS

Students who have completed the requirements of the course as these are specified in the faculty member's outline during the first week of the semester, are entitled to participate in the Final Examinations.

3. EXAMINATION PROGRAMME

Students must know the date, time and place for each exam which they will be taking. Early arrival at the exam venue is to the students' benefit.

4. TIME OF ARRIVAL AT EXAMINATION

Delayed arrival at the exam venue of more than 30 minutes shall be permitted only in exceptional cases and at the discretion of the invigilator.

5. GENERAL INSTRUCTIONS

- 5.1 Students participating in an examination must have with them a valid student ID card which they must show to the invigilator when required.
- 5.2 Students taking an exam must comply with the rules specified by the invigilator with a view to the smooth running of the examination.
- 5.3 In the examination room, students must take the places assigned to them by the invigilator.
- 5.4 In the examination only sheets of paper provided by the invigilator may be used. For rough notes students may use only paper provided by the invigilator. Answers must be written clearly in blue or black ink.

- 5.5 Briefcases and other similar items may not be brought into the examination room.
- 5.6 Books, manuals, instruments etc. may not be brought into the examination room unless the faculty member has directed otherwise.
- 5.7 Mobile telephones may not be brought into the examination room.

6. IRREGULARITIES IN EXAMINATIONS

- 6.1 During the examination any conversation or other communication, exchange of items or any form of cooperation among students is prohibited. Students who break any of the above rules shall be asked to leave the room and will be banned from that examination and/or referred to the Disciplinary Committee, at the discretion of the invigilator. The invigilator has the right to confiscate notes or other items which have been used or brought illegally into the examination room.
- 6.2 Students appearing to use fraudulent means or assisting others to use fraudulent means shall be referred to the Disciplinary Committee which will deal with the case pursuant to the Disciplinary Rules (see Section III of these Rules).

7. DEPARTURE FROM EXAMINATION

- 7.1 Students may leave the examination room only after 30 minutes have elapsed from the commencement of the exam. No student may leave during the last ten minutes of the exam.
- 7.2 Students leaving the room must hand in all the sheets of paper they were given.
- 7.3 A student who has left the examination room may not return.
- 7.4 In exceptional cases, for very serious reasons, it is possible, at the discretion of the invigilator, for a student to be permitted to leave the room for a short time and then return. During this temporary absence, the student may be accompanied by a person designated by the invigilator.

8. END OF EXAMINATION

- 8.1 Students who have completed the examination before the time specified for the end of the exam, must leave immediately upon exiting the room.
- 8.2 When the invigilator announces that the examination is over, students must stop writing and hand in to the invigilator all the sheets of paper they received.

9. EXAMINATION RESULTS

The examination results are announced by the date specified by the AASWS.

SECTION V

EXAMINATION RULES FOR THE ACADEMIC SUPPORT OF SPECIAL NEEDS STUDENTS

1. The University may arrange special examinations for students with special needs.
2. In order for such arrangements to be made, the student must submit to the Head of the Academic Affairs and Student Welfare Service a substantiated report from a doctor in which it is stated expressly that the student in question requires special arrangements for specific reasons.
3. The student must inform the competent authorities at the start of the semester. The lifting of the time limit is permitted in exceptional cases and with the approval of the competent officer of the Academic Affairs and Student Welfare Service.
4. The competent officer of the Academic Affairs and Student Welfare Service and the Academic Supervisor, in cooperation with the teaching staff in specific courses, must specify the kind of special arrangements that must be made.
5. Within the framework of the law and international practice, the University is obliged to offer the necessary infrastructure and support to persons with special needs.