

3.I. Examinations

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.I.	Latest Revision	Feb - 2025
Title of The Policy	Examinations	Next Review	Dec - 2025
Responsible Entity	Colleges Councils	Policy Pages	1
Definitions	AAU: Al Ain University		
Purpose	Specific instructions for final exams to be abided by students.		
Scope	AAU Students and Faculty members.		
Statement	A set of instructions and behavioral practices that the student must be adhered to, in the classroom during the final exam time.		
Procedures	• Exam instructions should be Announced by the Admission and registration unit and colleges before conducting exams. • Exam Instructions would be displayed in all classrooms assigned for final exams, so that the students could read them before entering the allocated exam hall • Students should be present in the Exam room at least 15 minutes of exam time. • Students should present the AAU ID card. • Students are not allowed to leave the exam hall before 40 minutes is passed from the beginning time of the exam. • Preventing any of the student's entry to the exam hall after 20 minutes of the exam starts. • The instructor in-watch should consider the following cases as cheating or attempting to cheat: ◦ Finding any paper or a book with the student related to the subject exam. ◦ Possession of mobile, headset, or any other electronic device hidden with student. ◦ Talking with another student in the exam hall. ◦ Changing the seating arrangement in the exam room without permission. ◦ Looking at the answer sheet of another student. ◦ Exchange exam questions papers. ◦ Use of body language or gestures. ◦ Possession of not allowed calculators or any related devices in which exam materials are stored in. • The instructor in-watch considers the following cases as a misconduct, which require referral of the student to a discipline Committee, including: • Failure to maintain calm and order in the exam hall. • Non-compliance with the instructor in-watch. • Verbal argument with the instructor in-watch		
Recent Changes	No changes.		