

Rules of Behavior of the Students during the Exams

1. A student is obliged to be present at the place of the exam according to the defined schedule. In case of being late the student will not be allowed to pass the exam.
2. A student is obliged to have a Student's card or ID card, otherwise the student will not be allowed to pass the exam.
3. A student must register/check in, get a number of sector and a table. He/she is obliged to take his/her place in aula according to the registration number.
4. Anything other than pens, drinking water and healthcare things are prohibited at the exams. The student must keep unnecessary thing in coat check. Otherwise he/she will be dismissed from the exam.
5. A student is obliged to put his/her Student's card/ID card and a registration number at the corner of the table.
6. There should not be anything on the table except Student's card/ID card, pen, drinking water and healthcare things.
7. In case of finding any other sheet on the working table before the beginning of the exam a student will receive warning and in case if a student will make any other infringement after the beginning of the exam, he/she will be dismissed from the exam.
8. A student is obliged to check his/her exam sheet, in case of any damage he/she should address to a supervisor. After the start of countdown of exam time, such claim will not be considered.
9. Written exam should be made on the exam sheets distributed by a supervisor. Otherwise the written work will not be checked/controlled.

10. A student shall write his/her name, family name, faculty, subject/discipline and the name of the lecturer/teacher on particularly defined place of the exam sheet.
11. A student is obliged to perform a written test with blue-colored pen, the student has no right to make any identifying mark on the exam sheet (like: name, number, address etc.) or any such graphical sign which is not related to the test (like: figures, inscription, etc.); in case if any kind of hint/sign will be found on the exam sheet, such written test will not be checked.
12. A student is obliged not to open the exam card given to him by the supervisor, before start of the countdown of the exam. The maximal duration of the final/additional exam is 3 hours (except as otherwise noted on the exam sheet) and the duration of intermediate exam shall not exceed 2 hours.
13. After the countdown it is absolutely prohibited to leave an aula until the completion of the written test.
14. If a student starts early working on the exam sheet, in such case he/she will be given a warning, in case of repeating such infringement the student will be dismissed from the exam.
15. The answers to the question relating to the content of exam matters will not be given, while in case of technical or procedural questions a student must address to a supervisor.
16. During the exam conversation is prohibited. In case of speaking with others, such student will be given a notice/warning, in case of repeating such infringement the student will be dismissed from the exam.
17. During the exam it is prohibited to have cellular or other electronic devices, as well as, the things containing information related to the theme defined by the subject in which the exam is held. In such case the student having the prohibited thing will be immediately dismissed from the exam.

18. The subject to the dismissal from the exam may be any other infringement of discipline.
19. 15 minutes before the end of the exam the supervisor informs the students about it. The written tests of the students which will not cease working immediately after the termination of the exam, will not be checked.
20. After the termination of the test a student must give the exam card and sheets to the supervisor and must sign the register of test acceptance.