



STUDENT GUIDELINES ON ALL THE EXAMINATIONS

Here are some guidelines for MACHS students on all examinations.

1. Students should be in the exam hall **15 minutes** before the commencement of the exam. Doors will be closed **5 minutes** before the starting time of the exam.
2. The students who arrive after door close will be sent to the **HOD** to get special permission. The students who get permission will be allowed to take the exam but will not be given extra time.
3. The students who come after **30 minutes** of starting time of the exam and don't get permission, they will be considered as **DN students**.
4. The students are responsible for being on time and no calls will be done for late entry students.
5. Students should have MACMS photo ID to enter the exam hall. If the student doesn't have the ID card, he/she has to go to registration office to get duplicate one.
6. Appropriate dress code for the student - lab coat and ID. (No Abaya or Thob permitted) If the student doesn't have the lab coat, he/she has to go to copy center to get one.
7. Students must follow invigilators' instructions to choose the seat.
8. Students are not allowed to have the calculator with them unless informed by the invigilator or course instructor/course coordinator.
9. Students are strictly advised not to have the following things with them.
 - Food and beverages. (Beverages are allowed in clear containers with no labels.)
 - Bags of any kind
 - Study materials including notes, papers, books, dictionaries
 - Mobile phones, cameras, headsets, computers, electronic devices, any communication or photography devices. (Leave your bags outside the exam halls. Mobile phones can be placed on the teacher's tables on mute mode.)
 - Electronic items like watches which emit sound etc.
10. The only materials allowed on the desk top are ID card, pen, pencil, eraser, ruler and calculator (with permission from the course instructor/invigilator only).
11. Name and ID number should be written before they start answering the exam questions.
12. All answers should be **written** using blue dry ink pens and for **MCQ's use dark pencil**.
13. For MCQ's, answers **only from the OMR sheet** will be considered.
14. Students are not allowed to borrow things from other students during the exam time.
15. No talking or behavior that destroys the peaceful examination environment is permitted in the exam hall.
16. No weird body movements, frequent eye contact, and signaling is permitted in the exam hall.
17. Students cannot leave the exam hall during the exam before half of the exam time passes by. Once they leave, the exam is considered complete and they will not be allowed to come back and continue the exam.
18. Students are not allowed to take any paper used or unused outside the exam hall.
19. Students' misconduct during the exam, including causing inconvenience or disturbance, seeking assistance or assisting others during the exam and cheating, is not tolerated. Any attempt of such kind will result in zero grades.
20. Student should notify his/her absence to the exam, to the advisor as well as the instructor and submit a clear medical report stating number of sick leave days and a clear diagnosis **within 2 days to the infirmary**. This excuse may get approved or rejected.
21. All the excuses for exam absence must be from Almana General Hospital, except for cases such as, abortion, delivery/giving birth and road traffic accident.