

Instructions written test

- Cover page indicates the aids that are permitted during the examination.
- All students must follow the supervisor's instructions for placement. Bags, portfolios, plastic bags, coats, etc. placed at the back of the coat rack in the room.
- All electronic equipment (cell-phone, smartwatch, laptop, mp3 player, etc.) must be switched off and left with the students' outdoor clothing and personal belongings.
- Pencil cases, sandwich boxes, candy bags or similar containers and things like that is allowed only if the content is shown to the supervisor before the examination starts.
- The supervisor provides papers to the students. All papers, even those for notes, is submitted to the supervisor at the submission of the exam.
- The examination will start at the scheduled time. No student may leave the premises during the first 50 minutes. The doors close for entry 30 minutes after the exam started. A student that is more than 30 minutes' late will not be permitted to attend the examination – whatever the cause of the delay.
- Before visiting the toilet the students' name is recorded on a special list. Toilet visits has to be very fast.
- It is forbidden for the students to communicate to others not only in the exam hall itself but also in cases of visits to the toilet.
- Smoking is not allowed during the exam.
- Consumption of food and drink during the exam is permitted. This should not however disturb other students.
- During the exam student may not bring any part of the test or notes of the hall. After finished writing submit student personally his/her exam to the supervisor. Each sheet must be filled in with the name and personal nr. Student record number of submitted sheet filed in writing and checking is done common with the invigilator. Students write down their names on a special submission list. After the examination submission the student shall leave the examination hall immediately.
- The supervisor should check that no unauthorized assistance are available. What permitted aids must appear on each exam. Students are required to show papers and resources to the supervisor during the writing time. The writing may not be expelled from or forced to stop writing because suspicion of cheating. Student may continue to write even if suspected. Name and social security number and the sequence of events recorded by the supervisor and submitted to the examiner, who in turn reports to the President. Suspected cheating is handled to specific rules.