



APPROVED
by Order No. 01-07-67 dated 23 July 2010
of the Rector of ISM University of Management and Economics

ISM UNDERGRADUATE AND INTERNATIONAL GRADUATE STUDIES EXAMINATION PROCEDURE

1. The examination procedure is applicable to all written course assignments (intermediate, final, and re-takes) organised in undergraduate and international graduate studies by ISM University of Management and Economics (hereinafter—ISM).
2. Examinations are held at the time and place specified in the timetable, and students who are late will not be allowed to enter the exam room if any student has already left the exam room.
3. Examinations may be administered by a lecturer, an ISM staff member or an ISM post-graduate student.
4. Students must bring their student cards or other ID documents with a photograph, which they must keep on their desks during the examination. Students must take their seats in the examination in accordance with the instructions given by the proctor (-s).
5. Any personal belongings of students (jackets, coats, raincoats, pencil-cases, bags, telephones, headsets, wallets, etc.) as well as any other items forbidden during examinations must be placed in the exam room in the place indicated by the proctor (-s). Students are only permitted to have necessary writing instruments during the examination except for the use of any other items which will be instructed by the lecturer or proctor.
6. The use of mobile telephones and other means of communications, including the clock function, during examinations is strictly forbidden.
7. The proctor will inform students about the duration of the examination. The examination time starts as soon as the students receive the examination papers.
8. At the beginning of the examination, students must sign in the “*Present at the examination*” column of the examination record, thus confirming their presence at the examination. After completing the examination, students hand their examination papers to the proctor and sign in the “*Examination paper returned*” column of the examination record. After the examination, the proctor delivers the examination record to the Studies Department.
9. During examinations, students must observe the academic ethics (see section “*General and Academic Ethics of the Studies Regulations*”). If a student arrives at an examination room and signs the presence record, and then leaves the examination room without returning the examination paper, the student’s behaviour is considered a breach of academic ethics.
10. A student who breaches academic ethics during an examination will be expelled from the examination, the examination task sheet(s) will be taken from him/her, and his/her examination results will be annulled. After the examination is over, the proctor must submit a report on the breach of academic ethics to the Studies Department.
11. The proctor is entitled to give instructions to students; to ask them to show their personal belongings, documents, and seats, and to check these; and to ask students to change seats. If a student refuses to follow the instructions given by the invigilator, the refusal is deemed a breach of academic ethics, and such breach of academic ethics is deemed as an aggravating circumstance.
12. When the time of the examination has elapsed, examination papers are taken from students. If a student has not completed the exam and delays or refuses to hand in his/her examination paper, his/her examination paper will not be accepted and it is deemed that the student has not returned the examination paper, and the provisions of items 9 and 11 will apply.
13. Having handed in their examination papers, students must refrain from any questions or discussions until they leave the examination room.
14. Examination results are communicated by the Studies Department through the ISM e-mail system and/or e-learning system (elearning.ism.lt). Individual lecturers will not communicate examination results to students.
15. After the examination is over and the results have been published, lecturers sign examination registers at the Studies Department to confirm the examination results.