



APPROVED BY
Order No. 01-07-16
of 3 February 2017
of the Rector of
ISM University of Management and Economics

ISM BACHELOR AND MASTER STUDIES EXAMINATION PROCEDURE

1. The Procedure defines the process of taking any interim, final and retake assessments (hereinafter — examination(s)) organized in Bachelor and Master studies at ISM University of Management and Economics (hereinafter — ISM).
2. During examinations, persons taking the examination must observe the academic ethics (see section “General rules and rules of academic ethics” of the Regulation of Studies). Surveillance system can be used to ensure ethical behaviour during examinations. Such records are saved and available for review up to two weeks after an examination.
3. A student who breaches academic ethics during an examination will be expelled from the examination, the examination task sheet(s) will be taken from them and their examination results will be annulled. After the examination is over, the exam supervisor must submit a report on the breach(es) of academic ethics to the Commission of Ethics.
4. An exam supervisor is entitled to warn persons taking an examination, ask them to show their personal belongings and check them, the documents and the seating place. On supervisor's request, the person taking the examination has to change the seating place. If a person taking the examination refuses to follow the instructions given by the exam supervisor, the refusal is deemed a breach of academic ethics, and such breach of academic ethics is deemed as an aggravating circumstance.
5. Examinations are held at the time and place specified in the timetable. If an examination is held in several different rooms, students must take the exam in the room which is designated by the student's surname.
6. Examinations may be supervised by a lecturer, an ISM staff member or an ISM doctoral student.
7. Persons taking an examination must bring their student card, personal ID card, passport or driving licence. The personal identification document shall be placed in a visible place next to the exam document(s) during the entire course of an examination. Exam supervisor is also entitled to ask for a personal identification document before student enters an exam room. Persons taking an examination, who do not have the aforementioned personal ID documents with them, are not allowed to take an examination.
8. Student's personal belongings and other items forbidden to be used during examinations must be placed in the exam room in the place indicated by the exam supervisor. During an examination, students are only permitted to have necessary writing instruments, except for the use of any other items which will be instructed by lecturer or exam supervisor.
9. The use of mobile telephones and other means of communications is forbidden during examinations.
10. Dictionaries are permitted only when it is instructed on the first page of an exam task. Only English – native language and native language – English dictionaries can be used. Subject specific dictionaries are not permitted. It is student's responsibility to check if dictionaries are free of all notes/annotations. If there are any, it is student's responsibility to remove them. In case it is not possible – other dictionary must be chosen. Exam supervisor has the right to check students' dictionaries and if any dictionary found to have notes will be used as evidence of academic misconduct. During exam dictionaries can be shared only upon permission of an exam supervisor.
11. Persons taking the examination must take their seats in the examination room in accordance with the instructions given by the exam supervisor(s).
12. Exam supervisor will inform students about the beginning and the duration of the examination. Students have to be properly prepared for 2-3 hours of an uninterrupted work.
13. Students cannot leave an examination room earlier than 30 minutes from the beginning of an examination.
14. In case any student has already left one of the exam rooms, where the same exam takes place, students who are late will not be allowed to enter the exam room. After leaving the examination room, the student is not allowed to re-enter it.
15. At the beginning of an examination, students must sign in the “Present in the examination” column of the examination record; thus, confirming their presence at the examination. The title page of examination tasks must contain student's name and surname. After completing the examination, students must hand in all their examination papers and notes to the exam supervisor and sign in the “Examination paper returned” column of the examination record. After examination, exam supervisor presents the examination record to the Studies Office.
16. If a student leaves the examination room without returning the examination paper(s), the student's behaviour is considered a breach of academic ethics.
17. When the time of the examination has elapsed, examination papers are taken from the persons taking the examination.
18. Having handed in their examination papers, students must refrain from any questions or discussions until they leave the examination room.