

Examinations Protocols and Rules - Students' Responsibilities

Endorsement and Approval		Signature
Documented by	Interim Head, Office of Academic Integrity	
Reviewed and Approved by	Provost	
Next Review Date	Fall 2023	

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1. Purpose:

- 1.1 To establish the rules that govern students' conduct during examinations

2. Scope of Application:

- 2.1 All types of examinations

3. Process Owner:

- 3.1 The Office of Academic Integrity (OAI)

4. Process Contributors

The OAI, Deans Council, Academic Council, and University Council

5. Process:

Examinations Protocols and Rules -- Students' Responsibilities

I. Introduction

The Office of Academic Integrity (OAI) has the responsibility of overseeing the integrity of the examination processes. In this regard, the OAI has formulated rules that govern students' conduct during examinations. These rules focus on preventing violations of the provisions of the Academic Integrity Policy (AIP). It is the responsibility of students at Abu Dhabi University (ADU) to be familiar with the *Examinations' Protocols and Rules* and comply with them.

II. Types of Examinations

Examinations at ADU can be either "closed book" or "open book." In "closed book" examinations, access to all materials related to the course is strictly prohibited, unless the materials are provided by the instructor (e.g., a formula sheet). In "open book" examinations, students are allowed to have access to all materials, with the exception of those specifically prohibited by the instructor. In the absence of any specific information, examinations are to be considered as "closed book."

III. Students' Responsibilities

When taking examinations, the overall responsibility of students is the full compliance with the *Examinations' Protocols and Rules*, as described in the following sections:

A. Pre Examination – The rules in the pre examination phase are intended to ensure a smooth start and set the stage for an Academic Integrity (AI) violation-free examinations. These rules are described below.

1. Confirm the date, time, and venue of the exam beforehand.
2. Be present in the examination room 15 minutes before the exam time.¹
3. Switch-off your mobile phones (and all other electronic devices) and place them in front of the examination room and away from where you are seated.
4. Select your seat randomly and avoid seating next to friends, family, and/or associates.
5. Bring and place your valid Student ID card on the desk during examinations.²

¹ Students who come to the examination later than 30 minutes will not be allowed to take the exam.

² In the instances when students do not have a valid Student ID in their possessions, they will be permitted to take the exam, provided other types of widely accepted valid ID cards (e.g., Passport, Driving License, Emirates ID) can be presented. Students who cannot provide any valid photo ID card

6. Put all the materials such as books, notes, etc. in front of the examination room and away from where you are seated.
7. Bring and use only the type of calculator that is allowed by the instructor.
8. Avoid bringing any food or beverage to the examination room.
9. Follow the instructions of the proctor.

B. During Examination -- The rules applicable to this part of examinations are intended to achieve the following objectives:

1. Prevent conducts that are violations of the provisions of the AIP (e.g., cheating).
2. Detect violations of the provisions of the AIP.

In this phase of the examination, students are expected to behave in the most ethical way and comply with the following rules:

1. Read and sign the "Warning Section" on the top of the Exam Cover Sheet.
2. Sign the exam's "Attendance Sign-Up Sheet."
3. Start answering the exam questions when instructed to do so.
4. Refrain from engaging in any form of communication (e.g., talking and/or whispering) with other students.
5. Refrain from looking at someone else's exam paper.
6. Refrain from exchanging any kind of materials (e.g., calculator), unless with the consent of the proctor.
7. Refrain from changing seats unless for valid reasons and with the consent of the proctor.
8. Refrain from any movements that can raise suspicions of illicit activities.
9. Maintain composure and remain quiet.
10. Refrain from engaging in any arguments with the proctor.
11. Ask for assistance, when needed, by raising your hand.
12. Leave the examination room not before 40 minutes from the start of the exam.
13. Avoid copying or taking images of exam's questions or answers.
14. Write answers on the papers provided by the proctor.
15. Use the back of your answer sheets for any required calculations.
16. Avoid using additional scratch papers, unless provided by the proctor.
17. Comply with the following common-sense rules during examinations:
 - a. Do not have mobile phones or other electronic devices with you or around you.
 - b. Do not talk with other students.
 - c. Do not look around.

may still be allowed to take the exam. However, their examination will be put on hold until they provide a valid photo ID card to the OAI within a reasonable time, as determined by the OAI.

- d. Do not answer questions raised by other students.
- e. Do not exchange any kind of materials with others.
- f. Do not change seats unless for valid reasons and with the consent of the proctor.
- g. Do not leave the room without the permission of the proctor.

C. After Examination -- The most important objective of the rules in this phase is to ensure timely and orderly completion of the exam without violating the provisions of the AIP. The applicable rules are outlined below.

1. Finish the examination on time and stop writing answers when instructed to do so.
2. Return your exam papers to the proctor, one-by-one.
3. Leave the room quietly.
4. Refrain from discussing any information regarding the exam's questions with others.
5. Collect your belongings.
6. Report any concerns or problems to the OAI staff.

IV. Procedures for Suspected Violations of the AIP

Where direct evidence of suspected violations of the AIP exists, exam papers are confiscated, any evidence of cheating (e.g., notes, mobile phones, or other electronic devices) secured,³ the student ejected from the examination room, and the case reported to the OAI for investigation. All students found guilty of violating the AIP (i.e., cheating) will be dismissed from ADU. According to section IA of the AIP, examples of cheating include but are not limited to:

1. Copying answers from notes such as those written on the body, clothing, pieces of paper, or stored in the memory of electronic devices such as mobile phones, calculators, etc.,
2. Possession of unauthorized materials such as notes in all forms, including those saved in electronic devices,
3. Providing help to other students through whatever means,
4. Assisting or facilitating violations of the provisions of the AIP by other students, and
5. Hiring a surrogate test taker.

In instances where the violations of the AIP are suspected but no direct evidence is observed, students are allowed to complete the exam. However, once the exam is completed, students' exam papers should be marked as "suspected case of cheating," the instructor of the course notified, the Exam Violation Documentation Form completed, and the case referred to the OAI.

³ In the instances where the course related materials are stored in the memory of mobile phones or other electronic devices, the related files will be retrieved by the staff of the IT Department and turned over to the OAI to be used as evidence. The said device/s will be returned to the student after retrieving the evidence.

In all instances of suspected violations of the AIP, students must fully cooperate with the proctor. Any failure to follow instructions limiting the proctor's ability to collect the evidence of suspected violations (e.g., securing the mobile phones, electronic devices or written notes) will be construed against the students.⁴

V. Sanctions for Violations of the AIP

As specified in the AIP, AI violations are punishable by dismissing students from ADU. The dismissal of students includes receiving a grade of "F" (Fail) in the course where the violation occurred. In certain non-cheating violations, and in accordance with the Sanction Guidelines, the below outlined lesser sanctions may be imposed:

1. Failing grade in the course where the violation has occurred and suspension from ADU for one regular semester (i.e., either fall or spring),⁵
2. Failing grade in the course where the violation has occurred,
3. Failing grade in the component of the course where the violation has occurred, and
4. Issuing a "Warning Letter."

In the event of violating the AIP, the Sanction Guidelines also include the following provisions:

1. In any group/team assignment, all members of a group/team will receive the same sanction.
2. The most severe sanction will apply, if students commit more than one violation in the same semester or term.
3. The second violation will carry a heightened sanction, including dismissal from ADU.
4. The third violation is indicative of reckless disregard for the AI and will subject students to dismissal from ADU.

VI. Summary

The OAI has the responsibility for overseeing the integrity of the examination processes. To that end, the OAI has formulated rules to be followed by students. These rules focus on minimizing the violations of the provisions of the AIP.

⁴ Students who refuse to turnover their mobile phones or other electronic devices suspected of containing unauthorized course related materials for investigation will be subject to additional disciplinary actions, unless they sign a statement admitting that the electronic device contains unauthorized course related materials. The signed statement of admission will be used as the evidence supporting the allegation of the violation of academic integrity.

⁵ While on AI Suspension, students are unable to transfer credit hours for courses taken in other universities.

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It is the responsibility of students at ADU to be familiar and comply with the *Examinations' Protocols and Rules*. Compliance with the rules described in this document minimizes the chances of violations of the AIP; however, lack of compliance with the rules will result in AI violations. Any violations of the provisions of the AIP and/or the violations of the *Examinations' Protocols and Rules* will subject students to sanctions, including dismissal from ADU.

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6. Related Records:

Reference Number	Record Name	Retention Period	Location
Executive Order No. 639	Academic Integrity Policy	Archived indefinitely online by document history in Policies repository SharePoint site - aduportal	Policies repository on aduportal SharePoint controlled by Administrative and Policy Officer - Office of the Vice Chancellor

7. List of Amendments:

Issue #	Page #	Amendments	Date	Approved By
1	-	Initial Issue		
2	7	<ul style="list-style-type: none"> Under Sanctions For Violations of Academic Integrity. Clause has been removed. "Withdrawals (W) in all other courses taken in the same semester. However, Administrative withdrawals (W) will not be applied to the other courses if the student is dismissed during the final exam period."	6 January 2021	Provost

8. Process Measures (Performance Indicators)

9. Exceptions

For any conditions/circumstances and/or exceptions outside the conditions stated in this procedure, a request shall be presented to either Vice Chancellor or Provost for treatment. Either one will advise on what level of approval is required based on the risk involved in approving the exception. The highest authority to address major exceptions is the Chancellor whom will be recommended by the Vice Chancellor or Provost depending on the nature of the procedure.