

EXAM PARTICIPANTS' CONDUCT

A. TEST PARTICIPANTS ARE REQUIRED

1. Be there on time.
2. Bring a valid exam card.
3. Dress neatly, cleanly and appear polite overall.
4. Occupy the designated space and chair .
5. Place bags, notebooks , cellphones in the designated place according to the supervisor's instructions, except for exams with an *open book system* .
6. Bring your own exam equipment, for example ballpoint, ruler, stipo, calculator and others except exam answer sheets.
7. Sign the Exam Attendance List in 2 (two) copies for each exam item.
8. Fill in correctly and clearly the columns provided on the answer sheet which include: NIM, name, exam items, exam day and date, seat number and signature.
9. After you have finished working/the exam time has run out, put the exam answer sheets on your respective tables/chairs and leave the exam room calmly and orderly.

B. TEST PARTICIPANTS ARE PROHIBITED

1. Arrive more than 15 minutes late after the exam starts
 - a. Exam participants who are more than 15 minutes late must report to the Supervisory Coordinator
 - b. Exam participants who are more than 30 minutes late will not be allowed to take the exam
2. Wear a t-shirt/t-shirt and/ polo shirt/collared t-shirt and/or sandals/slippers (examinees who wear t-shirts/polo shirts, sandals or sandals are required to report to the Supervisory Coordinator to ask for permission to change clothes and the time limit given is a maximum of 30 minutes)
3. Leaving the exam room without the supervisor's permission (given 10 minutes at the start of the exam)
4. Carrying out actions that can disturb the peace of the exam atmosphere, for example shouting, disturbing other participants, asking and talking to fellow exam participants, writing on the exam chair/table in any form and carrying a cell phone (warning from the exam supervisor) .
5. Borrow items or stationery from fellow examinees (warning from the exam supervisor)
6. Committing fraud, for example cheating, working for other participants or collaborating in any form.

C. SANCTIONS FOR VIOLATIONS

Sanctions for violating **point B.6** are:

1. The first violation will receive sanctions in the form of invalidating the exam scores and Continuous Assessment CA for the relevant exams, both UTS and UAS (through the Decree of the Vice Chancellor for Academic Affairs on the recommendation of the Head of the Academic Section based on the exam minutes)
2. The second violation will result in sanctions in the form of invalidating all exam scores and CA scores for exams taken in that semester, both UTS and UAS

(through the Decree of the Vice Chancellor for Academic Affairs on the recommendation of the Head of Academic Affairs based on the exam minutes)

3. The third and subsequent violations will result in suspension (Decree of the Chancellor of Hayam Wuruk Perbanas Univ. on the recommendation of the Vice Chancellor for Academic Affairs)