

REGULATIONS ON EXAMINATIONS

For the orderliness of proctoring the final examination, The Institute of International Studies (IIS), Ramkhamhaeng University hereby issues the following regulations for students to comply with:

Regulations for Examinees

1. Students should dress appropriately and refrain from wearing sandals. Male students are to wear shirt with collar and tuck it in the trousers. Female students are to wear skirts and not wear slacks or pant suit.
2. Before entering the examination room, students are to check the row and seat number according to the student ID which is placed in front of the examination room.
3. Students must show the Student ID card and National ID card or any ID card issued by the authority to the invigilator on duty each time when taking an examination.
Any student who does not have a Student ID card or copy of the aforementioned and does not have a National ID card or an ID card issued by the authority to show to the invigilator will not be eligible to take the examination.
Students must present the registration receipt of Ramkhamhaeng University as evidence in taking the examination every time.
In case the receipt is lost or students forgot to bring the receipt, students can ask for a copy from the 'one stop service' at KTB Building, 1st Floor.
4. Students are expected to arrive before the examination time. IIS will allow students to take the examination 10 minutes before the scheduled time and students are to enter the examination room immediately one entrance is allowed. Students are to sit in the seat which has the Student ID indicated and cannot change the seat without permission.
Students are not allowed to leave the examination room before 30 minutes from the scheduled examination time.
5. Students who arrive at the examination room within 5 minutes after the examination starts will only be allowed into the room with the permission of the lecturer.
In the case the student arrived at the examination room and the lecturer announced that students can enter the room, but the student refuses to do so, the lecturer can refuse the student to take the examination.
Students are prohibited from taking the examination later than 5 minutes from the scheduled time.
6. Students must sign in for the examination on the student name list for the concerned course next to the student's name correctly. If the student has not signed for it, he should inform the invigilator (In the case of not having signed in the name in the examination room, the student is deemed to fail the course).
7. Students must strictly obey the instructions of the invigilators on duty and not show rude manners toward them. Students who violate this regulation will be disciplined.
8. Students are prohibited to bring in short notes, documents, formulae and other devices to the examination seat. Any student doing so will be treated as committing an intentional cheating, which is clearly a misconduct and will face disciplinary actions.
There will be no correcting of the answer sheet for that course and according to the registrar, the student is considered to have failed that course.

9. Students who escape, destroy or try to destroy evidence of any wrongdoings will receive harsher penalty.
10. Students can bring in calculators into the examination room for courses which the responsible lecturer of that course allowed calculators to be brought in.
In case of text books or any other communication devices, the students bringing them in must turn off the devices and put in the handbags or bags and place them under the student's own seat only.
Any student violating this regulation will face disciplinary action, with no marking of the answer sheet and according to the registrar, the student is considered to have failed that course.
If the invigilator found that students bring in communication devices to their seat with the intention to cheat in the final examination, it is considered that the student has severely violated the regulations for taking the examination, IIS will take disciplinary action and according to the registrar, the student is considered to have failed that course.
11. Students are prohibited from taking the answer sheets which the invigilator distributed, out of the examination room regardless of whether the students have used it or not. The answer sheets are to be returned to the invigilator.
12. Students are not allowed to communicate either verbally or non-verbally while taking the examination and must be careful not to give other students the opportunity to copy the answers. If students have any question or are in need of anything, the student must raise the hand to ask the invigilator or from the invigilator.
If the invigilator caught students communicating, he/she may ask the student to change the seat to prevent any cheating.
Any student allowing other student to copy the answers or show the answers to another, it will be treated as conspiring to cheat and will face disciplinary action. The answer sheet will not be marked and according to the registrar, the student is considered to have failed that course.
13. When the student wants to submit the answer sheet, the student should raise the hand and the invigilator will go to collect the sheet from the student.
Students are not allowed to get up from their seat until the invigilator has collected the answer sheet.
After submitting the answer sheet the student must leave the examination room immediately and not disturb the other students who are still taking the examination in any way.