



### EXAM RULES AND REGULATIONS

As in all academic activities, being rigorous is crucial. Inappropriate behavior during exams has a very negative impact on the quality of our education, preparation of students, and School's reputation.

With the approval and promotion of the School's Academic Integrity Code in March of 2011, CATÓLICA-LISBON took a significant step toward guaranteeing overall alignment of such values. We are therefore in a position to ask that the approved provisions be reinforced and upheld.

Please be reminded of overall Exam Rules and Regulations:

**Punctuality:** You should arrive at the School's premises 15 minutes prior to the start time, waiting for the roll call at the door of the examination room.

**Identification:** It may be required that you identify yourself. Therefore you should bring along an ID card with photo.

#### **Material/equipment not allowed during the exam:**

- Mobile phones or other electronic devices. Mobile phones cannot be used as calculators or watches and are to be switched off before the exam, (and not only placed in silent mode). Mobile Phones should be put away along with other personal belongings;
- Books, notes, dictionaries (with the exception of open book exams, during which you are allowed to have with you materials accordingly stipulated by the professor).

The Professor may also ask that personal belongings be placed in a predefined space within the examination room.

#### **Conduct during the exam:**

It is absolutely prohibited that students communicate (verbally or otherwise) among themselves during the exam. Should you have a question, raise your hand and wait for the Professor to come by your desk.

Please bear in mind the following extract taken from the Academic Integrity Code relevant to fraudulent behavior during exams:

#### *"Cheating in tests or exams*

*Cheating in exams is totally unacceptable. Cheating includes many possible forms, such as: i) copying answers from another student; ii) communicating with other students during the exam; iii) using materials not allowed by the instructor; iv) presenting fabricated materials; v) improperly obtaining access to an examination; vi) facilitating any of the previous by another student. The consequences may be failing an assignment or exam, failing a course, or suspension or dismissal from the University. Repeated violations are likely to imply immediate dismissal from the University."*

Emphasizing and implementing these procedures significantly contributes toward achieving our common goals.