

Kagoshima University
Exam Guidelines for General Education Courses (for students)

- A. The course names, times and exam room numbers will be displayed on notice boards prior to exams. Please note however that under certain circumstances these may be subject to sudden change. Please ensure that you check notice boards at your respective faculties regarding open courses.
- B. You must bring your student ID card to every exam. The student ID card acts as an examination admission slip for all exams.
- C. Students who do not have their student ID card available may apply for a temporary exam admission slip. Please apply at the General Education office.
- D. Students who come to an exam without their student ID (or temporary exam admission slip) will not be permitted to take the exam.
- E. Unless directed otherwise by the instructor, students are not allowed to place anything on their desk apart from their pens, pencils and erasers.
- F. **Any use of smart-phones, i-phones, mobile phones or any electronic transmission devices during an exam is strictly prohibited and deemed as cheating. This includes the use of all digital transmitting time devices.**
All electronic/digital devices must be turned off and stored in student's bags before the exam commences. Please be aware that if a device should ring or make sounds during an exam it may be viewed as a serious violation of exam rules.
- G. If a student is late for an exam, they are permitted entry up until 20 minutes after the exam has started. **If 20 minutes have passed since commencement of the exam, they are no longer permitted to enter the exam room.** In addition to this, students are not permitted to leave the exam room prior to 25 minutes of the exam time having passed.
- H. Please be aware that **intentional cheating** during an exam is a very grave offense, with serious consequences. Under Article 9 of the University Examination Rules, students who have violated these rules are subject to the following disciplinary measures: (Please note that certain cases may be ruled upon at Faculty Meetings, or by the University President)
As a rule, if proven, any incidence of cheating in an exam will result in the student being given a 0 mark (fail) for all their general education subjects taken in that semester.
- I. As a rule, if a student fails to attend a scheduled exam due to unforeseen circumstances, they may apply to the General Education office for a supplementary exam request form, which they can present to their instructor. However, this application must be filed within a week of the original exam date. (For cases of illness or injury a doctor's certificate must be provided. In cases of inability to attend as a result of a public transport breakdown etc., a certificate of proof must be provided.)

If the course instructor permits a supplementary exam, the student may be able to sit an exam at a later date in accordance with the instructor's schedule.