

# Book Examination Instructions

*When taking a book exam, you must follow the examination rules:*

- 1. Before the exam, wait outside the lecture hall. The supervisor of the exam (not necessarily the teacher of your course) will come outside the lecture hall and call students by their name (in alphabetical order). When you hear your name, take the question papers or envelope from the supervisor and go into the lecture hall. Paper for your answers will be available at the ends of the rows, you can take as many as you think you will need.**
- 2. Find a seat in the lecture hall. Do not sit next to anyone if there is room in the lecture hall but leave an empty seat in between. Leave your bag and coat on the floor at the end of the row. Take with you to your seat only the things you need to write the exam, for instance a pen or a pencil and an eraser. Water bottles are also allowed. Use of any electronic device (e.g. mobile phone, iPod, MP3, lap top or other portable PDA device) is prohibited during the exam.**
- 3. Do not open the question envelope or look at your questions before the supervisor gives permission to do so. Wait until everyone is seated; when everyone is ready, the supervisor will give permission to start.**
- 4. During the exam, please do not talk and do not leave the lecture room without permission. If you need anything, go to the supervisors of the exam to ask for help.**
- 5. You will have four hours to complete your exam. The exact time when you must finish will be given when the exam starts. You will be allowed to leave the exam at the earliest 20 minutes after the start of the exam. After the first 20 minutes, you can leave anytime, as soon as you have finished the exam.**
- 6. When you are finished, return your answers as well as the question papers to the supervisor. You need to return the question paper even if you have not answered any of the questions. When you hand in your papers, you need to show the supervisor of the exam some ID, such as your UTA student ID or passport. Remember to write your name on all of your answer papers!**

**Good luck in your exams!**