

Undergraduate Make-Up Classes and Final Exam Schedule

Instructions for final exams

- Students must present their student ID card when taking their final exams.
- Students are expected to check for announcements to keep themselves informed of any changes that may arise in the exam schedule such as the date or place.
- Students may be divided into several classrooms. Please check the time schedule of exam and bulletin boards, or follow the instructions from the instructors.
- In case of overlapping classes, please read the following page, "Makeup examination".

Final Exam Rules

Students must comply with the following rules:

1. Entry to the examination room will be allowed up to 30 minutes after the start of the exam. No entry will be permitted after this time.
Additionally, students are not to exit within the first 30 minutes of the exam.
2. Students must remove their student ID card from its holder and keep it visible on the desk during the examination.
Students who fail to present their student ID card will not be allowed to take the examination.
3. Only items authorized for use in the examination are allowed on desks: student ID card, writing utensils, erasers, pencil sharpeners, a watch that shows the time only (watches with other functions are not allowed), and other specially permitted items if any.

Cheating in exams

The following count as cheating: use of cheat sheets, etc., writing notes on examination desks beforehand, using hidden textbooks or other reference material, looking at another examinee's paper (or allowing them to look at yours), substitute exam-sitters, disobeying the proctor's instructions, and other similar acts.

If students have unauthorized items (mobile phones, smart phones, smart watches, electronic dictionaries, or electronic devices with a calculator or translation function, etc.) on their desk or in their hands during an exam, it will automatically be assumed that cheating has occurred.

Consequences of cheating

If a student is deemed as having cheated, he/she will be subject to disciplinary action in accordance with Article 44 of the Institute's Undergraduate School Regulations.

In addition to these administrative sanctions, students will receive a mark of zero or fail for all courses registered for that quarter including courses with no final examination. The student will also receive a mark of zero or fail for multi-quarter courses covering the quarter in which the cheating occurred.