

Notes for Examinations

● The following requirements must be met to attend an examination.

- a. You must take the examination for the courses that you have officially registered for.
- b. You must have fully paid your tuition/university fees.
- c. You must fulfill the requirements set out by the lecturer of the course concerned. The lecturer may disqualify you from taking the examination if you have not attended more than two thirds of the classes held for the course.

● You must observe the following rules in the examination room.

- a. You must take the examination in the designated room.
- b. You must bring your Student ID Card and place it on the desk during the examination. If you forget to bring it, you must obtain a temporary Student ID Card (100 yen) at the Certificate Issuing Machine before the examination.
- c. You must put all personal belongings in your bag except for those permitted to be used during the examination. Turn off mobile phones (including smartphones), personal computers (including mobile PCs), tablets, or smart watches with an Internet function, portable media players, or portable recording devices before putting them away. (Mobile phones are not permitted, even for checking the time.)
- d. You will not be allowed to take the examination if you arrived more than 15 minutes late. You cannot leave the examination room until 30 minutes into the examination.
- e. Your Student ID Card and the name on your answer sheet will be checked by the invigilator.
- f. You must use a pen to fill in your student ID number and name on the answer sheet.
- g. You must fill in your student ID number and name on the answer sheet and submit it even if you do not complete the examination. You must not take the answer sheet home.
- h. You must follow all other instructions set by the invigilator.

● Your answer sheet may be deemed invalid if:

- a. You did not fill in your name.
- b. You did not take the examination in the designated room.
- c. You made corrections to your name.

● The following acts will be considered as academic dishonesty.

- a. Impersonating someone in an examination.

- b. Writing notes on the desks, clothing, or one's body when taking an examination.
- c. Using items that are allowed in the examination room for any unauthorized purposes such as writing notes on them when taking an examination.
- d. Bringing crib notes, reference books, and notes that are not allowed. Copying answers from other students' examinations. Obtaining answers from other students.
- e. Providing information to other students, or other acts that benefit other students during the examination.
- f. Talking, swapping answers with other students during the examination or exchanging answer sheets between distribution and collection of answer sheets.
- g. Failing to follow instructions provided by an invigilator.

● **The following acts could be considered as academic dishonesty.**

- a. Cheating on an examination by obtaining unauthorized materials.
- b. Starting an examination prior to the specified time.
- c. Continuing to use writing materials or an eraser after an invigilator has called for an examination to finish.
- d. Disturbing others during an examination.
- e. Using a mobile phone (including smartphone and PHS), personal computer (including mobile PC), tablet, or smart watches with an Internet function, portable media players, or portable recording devices, or having them in an unauthorized place.
- f. Using a portable device or watch that makes sound (incoming calls, alarm, vibration, etc.)
- g. Other activities that damage the fairness of the evaluation of an examination.

● **If your actions are confirmed by the faculty council as an act of academic dishonesty specified in the preceding two paragraphs, you will fail (students enrolled in or after 2004) or receive 0 points (students enrolled in or before 2003) for all of the courses that you have registered for in the semester concerned, and the decision will also be publicly announced. (Certain courses as designated by the faculty council are excluded from this measure.)**