



## Online Examination Rules and Regulations

1. Student must carefully listen and follow instructions provided by examiner.
2. Student can start examination only after confirmation of examiner if all needed conditions are implemented.
3. During all examination session student must ensure, that he is alone in the room.
4. During all examination sessions, students must turn-off all personnel devices which can disturb the virtual examination unless it is used to communicate with lecturers for online exam purposes and must be placed at location that can be always seen by invigilators/lecturers.
5. During all examination session student is not allowed to use any other devices, applications, except Microsoft Team or other sites permitted by course lecturer.
6. After completing the exam student must inform examiner via the set communication platform (eg. Whatsapp etc) about completion of exam and after examiner's confirmation leave examination session.
7. Thirty minutes (30 minutes) extra will be added to each final exam session scheduled to the student group, to ensure that student will have enough time in case of synchronization or any other external issues. This extra time will not be included in examination time.
8. Any technical issues in submitting answers online must be informed to respective lecturer within the given 30 minutes. Request for re-examination or appeal will not be entertain if complains are not made by students to their lecturers within the given 30 minutes.
9. At any circumstance's student is not allowed to disturb other participants of examination session.
10. During virtual examination, the integrity and honesty of the student is also tested. At any circumstance's student is not allowed to cheat during examination session. If any kind of cheating behavior is observed, SPECTRUM have a right to follow related terms and provisions stated in the respective Academic Regulations and apply needed measures.
11. Proctoring, invigilation and preventing cheating measures are in place for all online examination hence students are advised to maintain integrity and honesty during online exam.