



INTERNATIONAL SCHOOL
OF ECONOMICS KAZGUU

Guidelines for Designing and Conducting Examinations

Approved by ISE Academic Quality Committee Decision No.5 16/01/25

Appendix 1

COURSE TITLE

Last name _____

First name _____

Exam duration:

Exam is composed of:

Part A – N questions (N% each, total N%)

N minutes

Part B –N questions (N% each, total N%)

N minutes

N minutes

You can make notes, calculations on the exam sheet.

Please read the following examination rules. Any failure to observe the following rules will be considered cheating, and you will receive an F for this exam

1. By continuing this examination you agree to examination rules and consequences of violating these rules. Violating these rules will result in zero mark upon discretion of the exam marker.
2. The student is required to sit for the course examinations at the time and room scheduled for their group.
3. Remain seated during the last 10 minutes of the exam, even if you have finished, to avoid disrupting other students who are still working.
4. Do not leave the room without explicit permission
5. The students aren't allowed to enter the exam room after the 10 minute exam has started.
6. Students may not leave the room once the examination has started. Students leaving the examination room will not be allowed to come back into the examination room. No other person is permitted to enter or leave the the room.

7. Proctors have the right to demand ID cards upon entrance to the examination room or at any time during the exam. If identity of a student does not comply with the person, present at the exam, both students will be excluded from the University.
8. Prior to entering the exam room, proctors may ask you to roll up your sleeves and remove your jacket (if applicable). You will also be asked to show your palms as part of the inspection process.
9. Students must comply with all instructions given by proctors, including showing their palms, standing up, or moving to another seat if requested
10. All reference books, materials, papers, magazines and journals must be deposited at the senior proctor's table. Unless otherwise indicated, they must not be within the sight or reach of students, by being put to the designated by proctor area.
11. Students may not possess cell phones, pagers, earphones, smart glasses or any devices during the exam. All electronic devices regardless of their nature must be submitted to proctors.
12. Students may not borrow anything from other students, including pens, pencils or dictionaries.
13. Possession of devices, unauthorized notes or reference materials (including notes in borrowed calculators and/or dictionaries, etc) whether referred to or not, may be taken as proof of cheating regardless of their nature.
14. Students should use only calculators for the computations. Before entering the exam room, all calculators must be cleared of any memory.
15. It is the students' responsibility to know whether dictionaries are permitted or not. Proctors have the right to check dictionaries for any writings in them at any time during the exam.
16. The room must be as quiet as possible. Sounds such as music or television are not permitted.
17. During your examination, you must not behave in an inappropriate manner. No smoking is allowed during the examination. You are not allowed to eat any food. You are allowed to drink only water and take medicine if necessary.
18. Talking to anyone other than the proctor in the examination room is not permitted. Communicating answers to other students is as serious as receiving/distributing answers. Students who assist others are subject to disciplinary action and penalties. Any cheating results in zero mark.
19. You are prohibited to disclose specific details of questions appearing on the exam and broad topical areas and formulas tested or not tested on the exam to other students as well as in public and social media, including messengers.
20. No make-up for missed exams unless it falls under the MNU Academic Policy and other MNU regulatory documents
21. Any students continuing to work after the invigilator announces that time is up or after the "pens down" announcement will be considered to have breached the rules and committed an act of cheating.
22. In case of a computer-based exam, students must erase all browsing history, cache, and cookies on their computer before the exam begins.

23. In case of a computer-based exam, students are allowed to use only one browser to access the exam platform (e.g., Canvas). No additional tabs, browsers, or applications may be opened unless it's allowed by a course instructor.
24. The use of AI tools such as ChatGPT or any other unauthorized software is strictly prohibited and will be considered cheating unless it's allowed by a course instructor.
25. In case of a computer-based exam, students must comply with requests to share their screen or browsing history during the exam if required by the proctor for verification purposes.

I, have read and understood the examination rules, and I take the full responsibility of the consequences of violating these rules.

(signature)_____

Final Grade: