

Notices on taking AY2019 Fall-semester Examinations

1. In-class written examination period is from Wednesday, January 22 to Tuesday, January 28. For Fall Quarter Courses, examinations take place from Wednesday, November 20 to Tuesday, November 26. For Winter Quarter Courses, examinations take place from Wednesday, January 29 to Tuesday, February 4.
2. Be sure to place your student ID on the table (aisle side) during the examination. Students who do not bring their student ID will not be allowed to take the examination, regardless of the reason. Furthermore, students will not be allowed to take the examinations if their student ID photo is worn or damaged to the point that it cannot be used to confirm the student's identity.
3. Removing the examination questions, answer sheet (even if it is blank), attendance card and other such items from the examination site is prohibited and doing so will be considered as cheating (except for those courses where this is allowed).
4. In principle, two examinees will be assigned to each table and they are expected to sit at far ends of table.
5. Parties other than students taking the test should not enter the examination site once the examination has started.
6. The only items that can be placed on the table are the student ID, writing materials and a watch. (Pen cases cannot be placed on the table.)
7. Items that can be brought to examinations are not indicated here. Be sure to follow the instructions provided by the instructor in charge of the particular class.

When "Referring to textbooks is prohibited," all textbooks, reference materials, notes and other materials must remain in your book bag (back pack) and not inside your desk. Placing text books and other such materials inside the desk during the examination will be considered as cheating.

Even when "All Items are permitted," this does not include personal computers, mobile phones and electronic dictionaries (except when special permission is granted). The use of such items will be considered cheating.

The borrowing and lending of items allowed into the examination site is still prohibited and will be considered as cheating.

8. Any cheating will be harshly punished, including the invalidation of all course work and indefinite suspension. This could result in the student not being able to graduate within four years. If the examination administrator warns a student about suspicious behavior during the examination, this will not be seen as an interruption of the examination.

9. Be sure to turn OFF your mobile phone and place it inside your book bag. Be aware that any sounds coming from a watch, mobile phone, personal computer or other device during the examination will be considered cheating. Furthermore, the use of a mobile phone instead of a watch is prohibited.
10. No one will be allowed into the examination site 20 minutes after the examination has started, regardless of the reason. Leaving the examination site is only allowed after 30 minutes have elapsed from the start of the examination and when the test administrator indicates that leaving the site is allowed.
11. The examination schedule for the same subject will differ depending on the class. So be sure to confirm the examination schedule based on your particular class and instructor.
12. Refer to the separate “AY2019 Fall-semester In-class examination time schedule” to confirm the locations for your examinations. Students will not be graded on examinations taken in the incorrect classrooms.
13. If you are unable to take the examination due to illness or some other legitimate reasons, bring the appropriate certificate (explained below) to the office of the School of Political Science and Economics to determine if an absentee examination can be taken. Confirm the particulars for taking an absentee examination from the “Fall-semester absentee Examinations” provided separately.
 - Illness: Medical certificate
 - Public transportation delay: Delay certificate (provided at the station)
 - Test for employment: Certificate of approval from the undergraduate school
 - Other unavoidable reasons: Please consult the office beforehand.
14. Consult with the office of the School of Political Science and Economics beforehand if you have two exams or an exam and a class scheduled for the same time period.
15. If you have any questions about the examinations, please consult with the Office for the School of Political Science and Economics beforehand.

Details about the examinations are provided on the School of Political Science and Economics’ website and on the information board in front of the 10F, Building No.3.

School of Political Science and Economics