



PROCEDURES FOR THE END SEMESTER EXAM PARTICIPANTS ELECTRONIC ENGINEERING DEPARTMENT

A. Dress Code

1. All Test Participants must dress neatly and politely
2. White clothes, dark colored pants / skirts and not jeans.
3. For students, long hair and colorful hair is not allowed.
4. For female students not to use flashy and excessive jewelry and not to dress tightly.

B. Examination Code of Conduct

1. Before the Examination Is Conducted

- a. Participants are already at the exam location 10 minutes before the test and are not allowed to be late.
- b. Participants who are late after the exam has started, must report to the exam committee to get permission to take the exam
- c. Participants are only allowed to enter the exam room, if the room supervisor has allowed them to sit on the bench according to the number provided by the committee.
- d. Students are required to fill out the Student Data Form on the provided answer sheets.
- e. During the exam it is not allowed to use all electronic devices, unless permitted by the examining lecturer.
- f. Make sure that your writing instruments and calculators are prepared in advance before the exam is carried out.

2. During the Current Exam

- a. All participants must complete and sign the Exam Participants Attendance List
- b. All examinees are required to maintain calm in the exam room.
- c. It is not allowed to cooperate with each other during the exam
- d. During the exam, they are not allowed to leave the exam room, except for things that are very "urgent" after obtaining approval from the supervisor.
- e. It is not allowed to exchange writing instruments and calculators during the exam.
- f. For exam questions that require a calculator, only a calculator is allowed (It is not allowed to use a calculator on a cellphone / PDA / smartphone / laptop).



- g. If there are any doubts related to the questions in the exam questions, participants have the right to get an explanation by asking the room supervisor directly.
- h. For open book exams, it is not justified to exchange notes / photocopies / books / modules, and the like.

3. After the Exam is Over

- a. All exam answer sheets are left on the table of each participant, when the exam time is over
- b. Bringing exam questions is not allowed, and exam questions are tucked in the middle of the double-folio sheet of the exam answers.
- c. The examinee leaves the room after obtaining the room supervisor's permission.

C. Administrative Sanctions

All administrative sanctions will be taken strictly, without prior notification by the Supervisor, the Examination Committee and the Head of the Department for those who do not heed this code of conduct.

Padang, 25 May 2018
Chairman of the committee,

Drs. Almasri, MT
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