



EXAM PROCEDURES

1. The exam starts with task one in the listening comprehension part. After task one has begun, latecomers **will not be allowed into the exam room**.
2. During the exam (written and oral part), mobile phones and other electronic devices must be switched off or remain in silent mode. It is forbidden to use books, notes and other reference materials. All backpacks, bags and electronic devices must be stored in a place indicated by the examiners.
3. Students attempting to use any reference materials or electronic devices as well as communicating with each other during the exam will have their exam stopped and receive a fail grade.
4. Students are obliged to write in ballpoint pen or fountain pen; they are not allowed to write in pencil.
5. Full name should be written in **block letters** on the first page of the exam sheet.
6. Students encountering any problem should report it by raising a hand and wait for an examiner to come.
7. Students completing the written part of the exam before the end of the specified time should report it by raising a hand and wait for an examiner to come, collect the exam sheet and allow them to leave the room in a way that **does not interfere with the work of other students**.
8. After collecting the exam sheet, students cannot return to the exam room and write anything or make corrections in the exam sheet.
9. By taking the exam, students acknowledge and accept its rules.