

Digital Communications

Grades in English

Academic Year 2020/2021

BASIC RULES FOR EXAMS

During Exams, along with the general University regulations, some basic rules will be followed:

- 1) The start time and the duration of the exam will be the same for all students. The procedure to achieve this goal will be the following one:
 - a) During the initial delivery of the exam forms, students will not be allowed to start the exam until the professor specifically announces the start of the exam, which will happen after all the students have their copy of the exam form.
 - b) The professor will also indicate the final of the exam. After this indication, it is strictly forbidden to continue filling in the exam form. In particular, it is not allowed to write or to use pens after this moment and until the delivery of the exam to the professor.
- 2) Collection of the exam forms will be performed in an organized way. In particular, the following procedure will be followed:
 - a) Students will not get up from seat to perform the hand over.
 - b) In the initial part of the exam, an student can request to deliver the exam by raising the hand. Then, the professor will attend que request and the student will deliver the exam to him when he will approach. The student can leave the room after that.
 - c) In the final part of the exam, to avoid disturbances originated by the accumulation of delivery requests, at one given instant the professor will indicate that since then not a single exam will be collected until the end of the exam. Students will have to remain seated until this moment, when the professor will start the organized gathering of all the remaining exam forms.
- 3) It is forbidden to talk during the exam, except to talk to the professor after requesting it by raising the hand.
- 4) It is not allowed to get up from the seat during the progress of the exam without a previous solicitude to the professor and the corresponding permission.
- 5) During the progress of the exam, students are not allowed to make use or to have at reach distance any kind of device with information storage (memory) or communications capabilities. This description includes, among others:
 - Mobile phones
 - Scientific calculators (with memory, programming capability, infrared port, bluetooth, etc.)
 - Personal computers, tablets, or similar devices.
- 6) It is strictly forbidden to have under the table or at reach distance any kind of documents or papers, neither folders, backpacks, bags or similar belongings. All these personal effects will be placed in the front or rear part of the room (or in places specifically dedicated to this purpose) before starting the exam.
- 7) Blue or black inks are recommended. Carbon pencils and red inks are not allowed.