

## **Policy on conducting tests (midterm, final, exams) at the Faculty of Mathematics and Information Science of Warsaw University of Technology**

1. All devices, except for items necessary to conduct an exam, must be turned off and placed in students' bags. All bags must be put near the wall of the classroom, out of students' reach.
2. If a student does not have a bag, he or she puts a turned-off device on an examiner's desk.
3. None of the devices which receive or transmit data can be used as watches or calculators.
4. Students are allowed to have on their desks only the items necessary for writing a test such as: a pen or sheets of paper. All sheets must be signed with a student's name and surname.
5. Student should put his/her Student Identity Card or other ID document including the student's photograph on his/her desk.
6. The examiner should prepare a list of students sitting the exam and check every student's identity.
7. In accordance with § 19 section 4 of the Academic Regulations, if during the verification of learning outcomes achievement, it is established that the student works with external assistance or uses materials or devices unauthorized by the course regulations, the student shall be awarded a fail grade and shall lose the right to pass the course being currently pursued.

**If such a situation takes place during an exam or a course completion test (final test), the failing grade is entered immediately into the course protocol in the USOS system.**

8. The examiner informs in a written or electronic form the Vice-Dean for Academic Affairs and the Vice Dean for Student Affairs about a student who violated this policy. Having discussed the case with the faculty students' union the deans take further disciplinary action against the student.

DZIEKAN  
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