

# Undergraduate Make-Up Classes and Final Exam Schedule

## Instructions for final exams

- Students must present their student ID card when taking their final exams.
- Students are expected to check for announcements to keep themselves informed of any changes that may arise in the exam schedule such as the date or place.
- Students may be divided into several classrooms. Please check the time schedule of exam and bulletin boards, or follow the instructions from the instructors.
- In case of overlapping classes, please read the following page, "Makeup examination".

### Final Exam Rules

Students must comply with the following rules:

1. Entry to the examination room will be allowed up to 30 minutes after the start of the exam. No entry will be permitted after this time.  
Additionally, students are not to exit within the first 30 minutes of the exam.
2. Students must remove their student ID card from its holder and keep it visible on the desk during the examination.  
Students who fail to present their student ID card will not be allowed to take the examination.
3. Only items authorized for use in the examination are allowed on desks: student ID card, writing utensils, erasers, pencil sharpeners, a watch that shows the time only (watches with other functions are not allowed), and other specially permitted items if any.

### Cheating in exams

The following count as cheating: use of cheat sheets, etc., writing notes on examination desks beforehand, using hidden textbooks or other reference material, looking at another examinee's paper (or allowing them to look at yours), substitute exam-sitters, disobeying the proctor's instructions, and other similar acts.

If students have unauthorized items (mobile phones, smart phones, smart watches, electronic dictionaries, or electronic devices with a calculator or translation function, etc.) on their desk or in their hands during an exam, it will automatically be assumed that cheating has occurred.

### Consequences of cheating

If a student is deemed as having cheated, he/she will be subject to disciplinary action in accordance with Article 44 of the Institute's Undergraduate School Regulations.

In addition to these administrative sanctions, students will receive a mark of zero or fail for all courses registered for that quarter including courses with no final examination. The student will also receive a mark of zero or fail for multi-quarter courses covering the quarter in which the cheating occurred.

## Makeup examination

Students who cannot take the final exam due to following inevitable reasons and get permission from instructors in charge of the classes apply for the makeup examination.

~~In case that instructors conduct the makeup examination by their own or do not permit makeup exam depending on the instructors, students are required to explain their reason why they cannot take the final exam to instructors and get permission from them.~~

(Inevitable reasons)

1) Sickness or accidental injures

\*Students are required to submit a doctor's certificate or the certificate of the accident.

~~\*Delaying certificate of train from the web page is not permitted.~~

2) Those who take classes in Ookayama campus and Suzukakedai campus and cannot take the final exam due to the shortage of travel time.

3) Overlapping the classes

\*Student division indicates which class will treat as the makeup exam. Students are required to ask to the student division before the final exam.

4) Reason other than listed above (such as passing away of a family member)

\* Students are required to submit the evident certificate about the reason.

\* Not accepted in the following cases: Studying abroad, Internship, Job hunting, Club activities

(Application period)

**◎From Monday, July 23 to Monday, July 30, 2018 8:30-17:15**

**Place: the Undergraduate group, Student division in Ookayama campus or Student group,  
Student division in Suzukakedai campus**

\*Please be sure to contact the above-mentioned department by telephone or mail during the application period if you cannot by telephone or mail during the application period if you cannot come to Tokyo Tech.

\*We cannot accept the application after the application period.

However, if you cannot take the final exam by reason of above 1 or 4 without pre-application, we would accept your application **by 17:15 Thursday, August 9**. Please be sure to contact the above-mentioned department immediately at the time when the reason you cannot take the final exam has occurred, because it takes time to set up your makeup exam. If you could not contact immediately for unavoidable reasons (Hospitalization, etc. ) by August 9, please do not forget to ask the above-mentioned department for their advice **by 12:00 Friday, August 10**. But there is the case that you cannot take makeup exam.

(Day of the makeup exam)

**◎Tuesday, August 21, 2018 (occasional date : Wednesday, August 22, 2018)**

Place: Ookayama campus (Please check the schedule as for the classroom.)