


Category	Student Life	Policy Number	ACA-STU-202	 جامعة زايد ZAYED UNIVERSITY
Distribution	Internal	Version	4.0	
Responsible Office	Provost	Policy Owner	Office of the Provost	
Date Approved	4 October 2020	Effective Date	4 October 2020	
Date Last Reviewed	30 September 2020	Due Date for Next Review	30 September 2023	

POLICY

Student Conduct During Examinations

1. Purpose

The purpose of this policy is to set clear expectations for the conduct of Zayed University students during formal on-campus examinations.

2. Scope of Application

This policy applies to all Zayed University students taking formal on-campus examinations, such as placement or final exams.

3. Policy

Students are expected to abide by the Student Code of Academic Integrity and the Zayed University Honor Code for all of their academic work including examinations.

3.1 Conduct Prior to and During the Examination

a) Punctuality

Students are expected to be seated in the exam room and ready to start before the scheduled exam start time. Students who arrive late up to ten (10) minutes after the examination begins are allowed to take the examination; however, no additional time will be allowed at the end of the examination period for a student who arrived late.

b) Student Identification

The student must present their University ID card to be admitted to the examination room.

3.2 Conduct During the Examination

The student must adhere to the rules and regulations set for the examination. Violation of the rules may result in discipline, including loss of the right to make up the examination and failure in the course, suspension or dismissal.

3.3 Request for a Make-up Examination

A student who misses an examination may request a make-up examination if they demonstrate a valid reason for their absence. The decision whether to provide the student with a make-up examination will be made by the Assistant Dean for Student Affairs in consultation with the instructor.

4. Related Policies and Laws

ACA-STU-102 Code of Student Conduct
ACA-STU-201 Student Code of Academic Integrity
ACA-REG-102 Undergraduate Student Attendance
ACA-PRO-301 Undergraduate Academic Appeals
ACA-GRA-208 Academic Appeals for Graduate Programs

5. Administration

This policy is administered by the Office of the Provost.

6. Revision History

Date	Revision
30 January 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header and policy numbers to be in line with the new format.• Updated policy number from ACA-ADM-11 to ACA-STU-202.
4 October 2020	President's Decree issued (PD #90 of 2020).
30 September 2020	Approved by the University Council.
23 September 2020	Endorsed by the UC Academic Affairs Committee subject to clarification of details in 3.1.a. (<i>Action completed</i>)
21 September 2020	Endorsed by the Academic Council.
14 September 2020	Endorsed by the Deans' and Provost's Councils: <ul style="list-style-type: none">• Emphasized that this policy is for on-campus exams;• Added purpose and application;• Added expectation for students to abide by the Student Code of Academic Integrity and Zayed University Honor Code;• Added no extra time for late students;• Clarified the authority of decision making about make-up exams;• Removed redundant appeals process.
17 November 2019	Updated the policy numbers and formatting.
27 March 2012	Revised policy approved.
6 June 2010	Revised policy approved.
1 October 2000	New policy approved.