

## EXAMINATIONS

### Final Examination Schedule

The final examination schedule will be announced on the Loyola bulletin board each semester from two weeks before the first day of final examinations. Students are responsible for noting accurately the dates and the times of the examinations for the courses in which they are enrolled. Basically, final exams in the Faculty of Liberal Arts are 90 minutes in length.

### Examination Policy

Note the following policies concerning examinations:

1. The student must take the examination in the prescribed classroom.
2. The student's ID Card must be placed on the desk during the examination.
3. If a student forgets his/her ID, he/she must ask the Academic Record section to issue a temporary ID.
4. Students who come to the classroom more than 20 minutes after the beginning of the examination will not be allowed to enter under any circumstances. Also, no student may leave the classroom until 30 minutes after the beginning of the examination.
5. No student may leave the classroom unless he/she has submitted his/her answer sheet.
6. Turn off all mobile phones before the exam begins. They are not to be used for any reason during the exam.
7. As a rule, students are given only one answer sheet. If a student needs another answer sheet, he/she must return the first answer sheet.
8. If a student wishes to use an underlay pad for writing, it must be completely white or almost so. Using a notebook or other book as an underlay is not permitted.
9. A student's answers will become invalid under the following circumstances:
  - a. When there is no name or no ID number written on the answer sheet.
  - b. When any paper is submitted to the proctor other than the answer sheet handed out.
10. A student may be ordered to leave the classroom and have his/her answers invalidated under the following circumstances:
  - a. When a student continues to talk unnecessarily or exhibits improper behavior even after being warned.
  - b. When a student does not immediately follow the proctor's instructions.

## **Academic Dishonesty**

It is expected that all students will follow the highest standards of academic honesty.

### **1. Cheating**

Cheating on examinations will result in students being suspended or dismissed from the university, depending on the seriousness of the offense.

1. The grade "F" will be entered on the students' record for the course.
2. The students' grades for other courses that have final written examinations will be cancelled.
3. Cheating on examinations other than the final will be handled by the faculty member conducting the examination.
4. Any scholarship the student is receiving from the university will also be cancelled.

### **2. Plagiarism**

Plagiarism will result in a failing grade for a course.

Plagiarism is defined as the use of the words or ideas of others, whether unintentional or deliberate, without proper acknowledgment. This includes claiming authorship for material taken from books and other publications and material found on the internet, as well as the use of papers purchased online or previously submitted by other students in the faculty.

Instructors who find evidence of plagiarism have the discretion to fail the student in all or part of the course.

When a student is unsure whether or not a particular behavior might constitute an act of plagiarism, he or she should seek clarification from a member of the faculty.

### **Make-up Exams**

If a student has a legitimate reason (such as illness, family emergency, natural disaster, or interruption of the public transportation system), he/she should make a request to the Center for Academic Affairs for a make-up exam that explains the reason for missing the exam and provides verification of the reason (medical certificate, etc.). If the student has not submitted such a request by the deadline, the grade "F" will be assigned for the course. An application fee of ¥2,000 per course must be paid by the deadline. For further details and the deadline, please consult Loyola or the Center for Academic Affairs.

Please note that no professor will be obliged to accept any paper for a course after the specified due date.