Term-End Liberal Arts Courses Examinations, 1st Term

The term-end liberal arts courses examinations will be conducted from Thursday, May 31 to Wednesday, June 6.
(Since examinations for some courses will be conducted on days before or after the term-end examination period, please follow the instructions of instructors in charge of the relevant courses.)
Please read the section "Examination and Academic Assessment" in Liberal Arts Study Guide, and check notices concerning the term-end examination before taking the examination.
Cheating in the examination is strictly prohibited.

Points to Note

1 **Schedule List of Liberal Arts Courses during the Term-end Examination Period**

If the description "Separately notified" is provided in the column "Examination room" in the Schedule List of Liberal Arts Courses during the Term-end Examination Period, be sure to check the Additional Notice of Examination Rooms provided on an attached sheet.

Since the examination schedule may be subject to change, please check the notice again before taking the examination.

2 **Restrictions on items that may be brought in**

Students are prohibited from bringing items other than their student ID card and writing tools into the examination room. However, this does not apply to items that the instructor in charge of the relevant course permits to be brought in, or that are permitted according to a notice.

3 **Classes during the term-end examination period**

For courses for which the description "Class" is provided in the Schedule List of Liberal Arts Courses during the Term-end Examination Period, classes are held as usual even during the examination period.

Since the information provided on notices is scheduled information obtained in advance, it may be subject to change according to the instructions of the instructor in charge of the relevant course. In such case, please follow the instructions of the relevant instructor.

Procedures for Exam Postponement

If you wish to postpone taking an examination conducted during the term-end examination period due to illness or other unforeseen circumstances, please submit the designated Application Form for Exam Postponement with the following document attached, to the Education Support Group of the Academic Planning Division the day before the date of the relevant examination:

1) Medical certificate issued by a doctor if the reason is illness
2) Document that verifies the occurrence of an eventuality if the reason is other than illness.

Students who have submitted the application form described above and have been permitted to postpone taking the relevant examination are eligible to take a supplementary examination for the relevant course. However, it will depend on the judgement of the instructor in charge of the relevant course whether a supplementary examination is in fact conducted.

If you cannot take an examination due to a sudden accident on the day of the examination, please inform the Education Support Group of the Academic Planning Division accordingly within the day of the examination and follow the instructions thereof.

◇ Contact point for the procedures for application for exam postponement ◇

Education Support Group, Academic Planning Division

Tel: 086-251-8434

Rules for Taking an Examination

Please keep in mind the following matters when you take an examination.

1. Students who take an examination must enter the designated classroom at least five minutes before the start time of the examination unless otherwise indicated.
2. Students must sit at the desk designated by the supervisor when taking an examination.
3. Students must place their student ID card on the desk while taking the examination.
   Students who have lost their student ID card or have forgotten to bring it with them must inform the supervisor accordingly and follow his/her instructions.
4. Students may only place their student ID card, writing tools, and other items they are permitted to place on their desk while taking an examination. Other personal items must be kept in their bag and stowed under their seat. Nothing may be placed on the desk shelf (storage space).
5. Mobile phones and other devices that make sounds must be turned off.
6. Students must use a fountain pen or a ballpoint pen to enter the necessary information, including the name of their faculty, the year when they entered the university, their student ID number, and their name, on the answer sheet.
7. Students may not leave the classroom until 20 minutes have passed from the start time.
8. Students may not enter the classroom after 20 minutes have passed from the start time.
9. When submitting their answer sheet, students must take it to the teacher's desk or hand it over directly to the supervisor unless otherwise indicated. If a student leaves the classroom leaving his/her answer sheet on the desk, he/she shall not be granted a credit for the relevant course.
10. Students must take the examination diligently, and strictly refrain from exhibiting behavior that could cause misunderstanding, and from cheating in the examination.
    Students who do not follow the instructions of the supervisor and who are deemed to have cheated in the examination shall receive strict disciplinary punishment according to Article 58 of the Okayama University Regulations (Article 49 of the Okayama University Graduate School Regulations).
    Acts subject to disciplinary punishment are listed below. Here, the examination time refers to the time from the start of answering questions to the submission of the answer sheet.
    1) Taking an examination as a stand-in, or using a stand-in in an examination.
    2) During the examination time, referring to or using notebooks, reference books or electronic equipment that are prohibited from being used, as well as items that can help a student cheat in the examination.
    3) During the examination time, providing an answer to another student using language, gestures, or electronic equipment, or receiving an answer from another student by such means.
    4) Exchanging answer sheets.
    5) Glancing at an answer written by another student during the examination time.
    6) Lending or borrowing notebooks, reference books, or electronic equipment that are permitted to be used during the examination time.
    7) Writing information that may be useful for the examination on one's belongings, electronic equipment or body, or on the desk, wall or other places before taking the examination.
    8) Helping another student cheat in an examination.

9) During the examination time, keeping items in the desk shelf (storage space) that could help the student cheat in the examination.
10) Trying to cheat in the examination, or not following a warning or the instructions of the supervisor.
11) Performing other acts that prevent the examination from being conducted in a fair manner.

Students who have cheated in an examination shall not be granted credits for any of the courses that they have taken in the relevant semester (term) (including courses that they take over several semesters (terms)), excluding courses for which they had already earned credits when they cheated in the examination.

Receipt of Inquiries or Questions about Academic Assessment

1. If you have any inquiries or questions about your academic assessment for liberal arts courses after it is disclosed, you may ask the instructors in charge of the relevant courses.

2. The instructors will accept your inquiries or questions about academic assessment and sincerely respond to them.

3. If you are dissatisfied with their answers, you may make an objection based on the Okayama University Guidelines on Objection to Academic Assessment for Liberal Arts Courses. In such a case, please inform the Education Support Group of the Academic Planning Division, Academic Affairs Department accordingly.

4. Regardless of the above, if you have any other inquiries or questions about your academic assessment, please inform the Education Support Group of the Academic Planning Division, Academic Affairs Department.