



Final First semester Exam Instructions

Academic Year 2021-2022

According to the regulations of the Ministry of Education the mid-semester exams will be conducted at your home in a separate room.

- Mid-semester exams will be conducted by following soft ware
- lockdown+ Respondus (web cam) will be used.

General Instructions

- Laptops (and Mobile in zoom session only) must be fully charged or connected to chargers before the exam starts.
- Ensure your internet connection condition 48 hours before the exam.
- Hijab is mandatory. However, **the examinee's ears and whole face** must be always visible during the exam session.
- Ensure Good illumination, avoid backlighting situations, such as sitting with your back to a window.
- No one of your family members are allowed to be present in the room at any time during the exam if this happens **your exam will be cancelled, and there will be no grade**
- Your desk must be empty except for your laptop or PC. Sit on a chair in upright position.
- **No scratch paper or pens are allowed.**
- Do not stop or cover your laptop camera or your Mobile camera at any time during exam, if you do, so **your exam will be cancelled, and there will be no grade**
- You are not allowed by any means to stand up and leave the exam for any reason if you do so your **exam will be cancelled, and there will be no grade**
- Eating and drinking are not allowed during the exam
- You are NOT allowed to read the question loudly if you do so **will be considered a cheating attempt.**

Instructions for Theoretical Exam (Using Lock down and Respondus Webcam)

- Mobiles are not allowed in theoretical exam as you are not allowed to use your mobile **except in the following two situations:**
 - **if you have a problem in log in or start the exam.**
 - **If there is a cut off the Electricity at your home.**

In this case You can call.....**0503742943...or.... 05519695973.....**If you call any other number, **this will be considered a cheating attempt**

N.B. The Exam will be recorded and if you call other than these two reasons, it will be considered a cheating attempt.

- Student should be ready at least 20 minutes before the exam.
- All setup steps for Respondus Web cam must be followed. If you do not show 360-degree background check **your exam will be cancelled, and there will be no grade**

- Your Laptop camera must be adjusted that your face appears in the frame all the time during exam session.
- Do not ignore “**out of frame**” notification, do not make your mouth out of frame, and do not cover your mouth by your hand or come too close to the screen to read the questions so your face will be out of frame. **Otherwise, your exam will be cancelled, and there will be no grade**
- **No external Calculators are allowed in all exams.** A scientific calculator will be always available on your screen to be used once needed.
- ***Be sure you submitted your exam.***

Good Luck