



## Exam Instructions for Students

**Dear student, in order to take your electronic exam with ease, here are the steps that you must take:**

1. Make sure to arrive **on time for the exam** and not be late to take your exam on time.
2. Once you arrive at the exam facility, you will be greeted and made to carry your id card, so be sure to bring it to direct you to the computer lab.
3. You will be arranged based on your attendance priority or the date of your exam in preparation.
4. Follow the exam organizers' instructions, which will direct you to the Computer Lab.
5. When you arrive at the computer lab, make sure to place your personal belongings, such as your mobile phone and watch, in the place designated for them. Female students must also take off their abaya before taking the exam.
6. The supervisor will direct you to the vacant device.
7. In case the exam requires draft papers, they will be provided to you.
8. Log in to the system with your university id and Odus password.
9. Your data will be matched by the supervisor as soon as you log in to the system.
10. If there is a problem with your password or if you encounter any technical problem with the device, raise your hand to ask for help.
11. Stay calm while you are in the exam lab.
12. The supervisor will make sure to answer any inquiries or problems or call the course professor when needed.
13. You must make sure that all questions are solved and that no questions are left.
14. When you finish, you must raise your hand and call the proctor to supervise the completion of the exam and ensure that it is sent.
15. If the time for your exam ends before you submit it, the exam will be completed and sent automatically. Notify the supervisor.
16. Sign the attendance sheet and then leave the exam site while staying calm.
17. If you wish to review your exam score, you must refer to the College.

**Attempting to cheat on the exam  
exposes you to severe penalties**