



# AJOU UNIVERSITY IN TASHKENT

## Exam Procedures and Regulations

Thank you for applying to AUT!

### 1. Exam Schedule

Test place arrival time	08:00-10:00
Exam starting time	11:00
Exam ending time	14:00

2. Applicants must arrive at the testing room by 10:00. No one will be admitted after 11:00, when exam begins.

3. Applicants must find their testing room number on the special seat table and take their seat that is assigned individually. Testing room numbers will be announced later.

4. Visitors are not allowed in the testing room while exam is in progress.

5. Applicants must have a test identification slip and passport.

6. Those who do not have a test identification slip and/or passport are not allowed to enter the testing place and the room.

7. If there is no photo on a test identification slip, or if a candidate fails to provide acceptable identification, he/she cannot enter the testing room.

8. Applicants are not allowed to keep any kinds of electronic or other devices (mobile phones, watches, tablets, e-dictionaries, MP3 players, calculators, portable media players etc.) with them while taking an exam.

9. Applicants should make sure to look for the desk with their name on it and take the individually allocated seat. Seat table will be posted at the entrance as well as in the front of the testing rooms.

10. All answers on the answer sheet must be marked only with a blue ballpoint pen, which will be provided by the University.

11. No scratch paper is provided during the exam. Applicants can use the back side of their question papers to make notes.

12. Instructions for marking the OMR answer sheet:

1. Write your Name, Application Number, and Date of Birth correctly.
2. For the Application Number and Date of Birth, you must write down their digits and also fill in the corresponding circle.
3. If your Name, Application Number, and Date of Birth are different from the corresponding circles, this will result in the cancellation of your application.
4. All answers must be marked correctly and fully as the following: If it is marked incorrectly, for example, no marks will be given for that question.
5. If you wish to change your answer, then you may use correction tape ONLY. Imperfect correction may cause a disadvantage for the applicant. You should not use a whitener or any kind of sticker. Please press the correction tape, provided by proctors and make sure that it adheres well.
6. Do not make any stray marks on the answer sheet. You may receive a disadvantage if you scrawl on the answer sheet.

13. Applicants must have the proctor's permission to leave the testing room. Without permission, applicants must not leave the testing room during the test. If an applicant refuses to cooperate and as a consequence of his/her behaviour other applicants have to test under disturbance or are prevented from continuing the test, the applicant will be dismissed from the testing room and his/her test will not be scored.

14. Exam papers and answer sheets are collected by the proctors after the exam and any attempt to remove test material from the testing room is strictly prohibited and regarded as misconduct.

15. Taking the exam for someone else or allowing someone to take the exam for you will result in legal action. In case of any irregular admission being detected even after the test, applicant's admission can be unilaterally nullified.

16. Exam irregularities dismiss applicants from a test session and the scores may be withheld and cancelled. List of exam irregularities:

- scrawling on the desk and wall;
- not arriving or leaving the examination hall according to schedule;
- copying from other applicants;
- having access to exam questions before and after the test;
- not following the proctors' instructions;
- refusing to submit when supervisors demand identification or inspections;
- cheating with personal belongings not allowed during the exam;
- exchanging any information of any kind with anyone during the exam;
- using or accessing any kinds of electronic devices or wearable technology;
- forcing other applicants to show their answers coercively;
- taking the exam for someone else or allowing someone to take the exam for you;
- duplicating and distributing test material without permission;
- making and using forged or falsified transcript;
- disrupting the staff from testing or causing any other distractions;
- revealing the answers to other applicants intentionally;
- interrupting other applicants during the test intentionally;
- performing other actions that are considered as cheating by proctors;

**Note:** *Cheating applies even when the act of cheating is revealed after the test*

[Process for Cheating]

- Exposing and processing academic dishonesty is irreversible as a rule and is at the sole discretion of AUT. The act of cheating will be processed by internal regulations for handling academic dishonesty of AUT.
- If applicant is caught cheating, it will result in cancellation of his/her application.

**Important note:** *all rooms and places for the test will be equipped with modern surveillance cameras, the broadcast for parents and observers will be carried out online on special monitors at the entrance to the University*

**We wish you good luck!**