



École des hautes études en santé publique
EHESP School of Public Health

EXAMINATION RULES AND EXAMINATION PROCESS
MPH PROGRAM
2019 - 2020

❖ Before you arrive

- Get up early and anticipate any transportation issues. According to the exam procedure rules, **late students will not be admitted into the exams** (unless there are extreme circumstances). If you're late, it's an automatic fail and you have to wait for re-writes. *Don't be late.* If something serious has come up call **MPH Program coordinator : Kristina BERKUT on her phone, n° (0) 6 21 68 84 46** (put it in your phones now, do not use in the private case).
- **Have with you your EHESP Student card.** This has your student number, which **you will absolutely need for your exam.**
- **Check before if you can bring your class notes, study notes, textbooks and computers (internet access will not be allowed)**

❖ When you arrive

- **ARRIVE EARLY.** If the exams begin at 9am so **you should be there at 8:30 a.m.**
- Have ready your student card.
- Take a seat only where you find the blank exam papers. There will be one student seated at each table.
- Prepare your things and await further instructions.
- You can have with you at the table, when authorized:
 - *Your class or study notes*
 - *Textbooks*
 - *Your computers*
 - **You cannot have with you at the table your cell phones**, unless they are turned off. I'm sorry if you use it as a clock, but you will not be allowed to have it with you at the table. If you are caught looking at or using your cell phone, ***the incidence will be reported and can lead to an automatic fail***
- You will be asked to complete the top of your exam papers:
 - Name
 - Surname (last name)
 - Exam Title (ie, Management & Health Policy, Epidemiology, etc.)
 - Module Number (On the schedule you'll see the module numbers of each course)
 - Date of exam
 - Student N° (In the two places where 'N°' is indicated)
 - NOTE: ***Exam papers*** are the blank sheets where you will put your answers.
 - Exam questions*** are distributed on a separate sheet(s).

❖ Exams Begin

- **The exam questions will be distributed face down.** You are not to turn over the exam questions until indicated to do so.
- Once everyone has received the exam questions, the exam supervisor will **inform you that you can start, will indicate the current time and the time you have for the exam.**
- Once the examinations have begun, **no one is authorized to leave the room in the first hour.**
- **If there is an attempt to cheat,** this incidence will be reported and can lead to an automatic fail.

❖ When you have completed your exam, or at the end of the exam period

- The exam supervisor will indicate to the students to "put down their pens. The exam is over". **If you refuse to do so at this time, the incident will be reported.**
- Each student will indicate the number of exam papers they used on the top exam paper.

Each student hands in their exams and signs the sheet indicating they have done so

- Be sure to make sure the student number on the sheets match the student number on your exam papers. The supervisor will mark down how many exam papers you have submitted

Learning is a treasure that
will follow its owner
everywhere.
~Chinese Proverb