EXAMINATION RULES AND EXAMINATION PROCESS
MPH PROGRAM
2021 - 2022
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 are 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 : Emilie PETKOVIC +33 (0) 6 61 10 91 07** (put it in your phones now, do not use for any other purposes).
- **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 9 am 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:
  - Student N° (In the two places where "N°" is indicated). Additional sheets and scratch paper will be available in case you need it

Exam Begins

- **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 before 1/3rd of the exam time has passed.**

• **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