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| 2021 Spring Semester In-person Mid-Term Exam Notice(for Students) |

**◎ Please cooperate to ensure safety and fairness for the examination**

**◎ Students must bring their student ID cards. (Mobile student IDs will not be recognized for midterm or final exams.)**

**1. Precautions for Attending School**

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| **Students should never attend school and must notify the instructor under any of the following circumstances** (Measures from the Infection Disease Control Committee 2021.02.26.)**:**1) Students who are COVID 19 patients.2) Students who have visited other countries within the last 14 days (The student cannot attend school for 14 days from the date of return.)3) Students who have visited regions/facilities with a group-infection within the last 14 days (The student cannot attend school for 14 days from the date of return.)4) Students with suspected COVID-19 symptoms such as fever (above 37.5℃), coughing, difficulty breathing, shivers, body aches, headache, sore throat, sudden loss of smell or taste, pneumonia, etc.5) Students who need self-quarantine or active monitoring6) Students who have no suspicious symptoms and are waiting for the results of the COVID 19 Test.7) Students with cohabitants who are self-quarantine individuals, active monitoring individuals or waiting for the results of COVID 19 test.**Example of evidence required:**1. COVID 19 patients: hospitalization notices
2. Self-quarantine or active monitoring: relative notices
3. Cohabitants who are self-quarantine or active monitoring individuals: relative notices cohabitants received.
4. Mobile messages, evidence photos of body temperature measurement, photos of visiting health center or proof of medical treatment can be required.
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A. Students must wear a mask while attending school (Unable to enter without mask).

B. Students should minimize the number of hours spent within the school by attending school at the beginning of the exam and leaving school at the ending time of the exam.

C. In order to prevent proxy examinations, students must carry their student ID card on the day of their exams. (If the student ID card has been lost, it can be substituted with an identification card, driver’s license, or passport. A mobile student ID is not an acceptable form of identification.)

D. Please note that some of the elevators and rest areas on campus will not be available.

E. Those who arrive at the exam location 30 minutes or more after the start of the examination will not be allowed to enter the building.

F. Students must have their temperature checked at the front entrance when they enter any building on campus as well as be cooperative when they are asked to fill out a self-health questionnaire with QR-PASS upon entering the building.

G. Please use the hand sanitizer provided in each exam room and each building frequently.

**2. Precautions for Test Preparation**

1. While in buildings, students must wear masks at all times, and those who remove their masks will be checked-out immediately.
2. After checking-in, keep a safe distance from others, take a seat, and be cooperative if a supervisor asks you to change seats or to submit to a temperature check.
3. Students must only sit in chairs “without stickers” in order to maintain a safe distance from others.
4. Students should clean their seats with the provided disinfectant wipes before sitting down.
5. Sharing or using another’s writing instruments is prohibited to prevent the spread of infection.
6. Please leave your student ID card on the top-left corner of your desk. (Student identity verification will be carried out right after the exam.)
\*If your student ID card is lost, it can be substituted with an identification card, driver’s license, or passport.
\*While mobile student IDs are not preferred, if the student does not have any other way to prove their identity, their mobile student ID will be checked at the end of the exam.
7. Turn cell phones and electronic watches off, and if possible, separate the battery and place them in your bag and close the zipper.
\* If any electronic device rings or makes any sound, it will be viewed as cheating and the student who owns it will be checked-out immediately.
8. Place all unnecessary materials, including books and printouts, in your bag and close the zipper so that they can’t be seen.
9. Fill out a self-health questionnaire if asked to by a supervisor.
10. The supervisor will take a photograph of the exam room after all the students have been seated, and the photograph will be used to verify the route of the students in case any symptoms occur.

**3. Precautions for Test Progress**

1. In principle, checking-out is prohibited from the start to the end of the exam.
2. Please fill out your name and student number as soon as you receive an answer sheet.
3. Do not engage in any unnecessary conversations with the exam supervisors.
4. When the exam supervisor goes around the room to verify that students’ faces match the photos on their student IDs and the names on their exam papers, please keep a distance from the exam supervisors.
\*For students with mobile student ID, identity verification will be carried out after the exam has ended.
5. Please make sure not to do anything that might be mistaken for cheating.
6. Students with suspected COVID-19 symptoms such as fever (above 37.5℃), coughing, difficulty breathing, shivers, body aches, headache, sore throat, sudden loss of smell or taste, pneumonia, etc. during the exam will be required to inform the exam supervisors and then check-out immediately. (Call Student Hanyang Student Health Care Center (☎02-2220-1466~7, 1655) after checking-out and follow their instructions.)

**4. Precautions for the End of the Examination**

1. Once the time is up, immediately stop writing.
2. Once the exam concludes, students should not check-out all at once but should leave sequentially according to the exam supervisor’s instructions. At that time, leave your exam sheets, answer form, and self-health questionnaire in the place designated by the instructor.
3. Students should not take off their masks even after exiting the exam room, and they should leave campus immediately.

**<Actions Against Cheaters>**

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| **Students that have been caught engaging in any of the following acts will be considered to have cheated and will be checked-out immediately. Their exam score will be a 0. The student will need to fill out the <Cheating Confirmation Form> and the student be subject to disciplinary action from the university.** |
| 1. The act of not following the exam supervisor’s request for identification or inspection of personal belongings
2. The act of carrying prohibited items into the exam, or keeping them in any place contrary to the instructions of the exam supervisor
3. The act of looking at other students’ answer sheets or showing one’s answer sheet to another student.
4. The act of signaling to other examinees with hand gestures, sounds, etc.
5. Viewing prohibited belongings or using mobile phones, electronic devices, wireless devices, etc.
6. If a mobile phone, electronic device, or wireless devices makes a sound during a test, the student will be considered to have conducted an act of cheating.
7. The act of forcing or threatening another examinee for answers
8. A serious misconduct, such as two or more people cheating systematically and deliberately in advance.
9. Requesting a proxy test or taking an exam as a substitute for the real student.
10. The act of forging an identification card
11. Writing answers after the end of the examination
12. Other similar actions that goes against students’ duties such as cheating or past question sales
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