



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

Student Instructions Exams at the Saudi Electronic University

December 2024

Exam Instructions

1. **Student Responsibility:** Students are responsible for reviewing all exam-related instructions published on the university website and official university accounts.
2. **Adherence to Instructions:** Students must strictly follow all instructions given by exam controls and proctors.
3. **Exam Schedule:** Students are responsible for knowing the exam schedule published on the university website and for staying updated on any changes.
4. **Punctuality:** Students must arrive at the exam venue well in advance to complete all pre-exam procedures. Students will be held accountable for any late arrivals.
5. **Identification:** Students must bring their national ID (CARD), residency permit (CARD), or a printed copy of their Tawakkalna app.
6. **Dress Code:** Saudi male students must adhere to the national dress code (thobe and ghutra or shemagh) within the university campus, exam halls, and when visiting university offices and branches.
7. **Prohibited Items:** No student is allowed to enter the exam hall with a mobile phone, smartwatch, translator, headphones, or any other smart electronic devices. The university will not be responsible for the loss of any prohibited items.
8. **Laptop Requirement:** Students must bring their own laptops that meet the specified technical requirements and are in good working condition. If there are any technical issues with the laptop, the student will be required to take a paper-based exam.
9. **No University-Provided Laptops:** The university will not provide laptops. Students who do not bring their own laptops will be required to take a paper-based exam.



10. **Laptop Preparation:** Students are responsible for ensuring their laptops are fully charged and have Wi-Fi enabled to connect to the university network.
11. **Exam Materials:** Students must bring all necessary exam materials, such as pens, in case a paper-based exam is administered. Borrowing or sharing items with other students is not permitted.
12. **Prohibited Items in Exam Room:** Books, notes, and papers are not allowed in the exam room, except for personal identification and calculators for specific courses.
13. **Calculators:** Calculators are allowed for specific courses as announced by the college. They will not be provided by the university, and mobile phones cannot be used as substitutes.
14. **Correct Exam Room:** Students are prohibited from entering an exam room that is not assigned to them. Students are responsible for ensuring they are in the correct exam room.
15. **Dress Code for Female Students:** Female students are not allowed to wear abayas or head coverings during the exam. Personal belongings (bags, abayas, head coverings) must be placed outside the exam room.
16. **Female Proctoring:** Female students are prohibited from covering their faces or wearing head coverings during distanced exams, as the recording will be reviewed by female proctors
17. **Late Arrival:** Students arriving more than 15 minutes (but less than 30 minutes) after the scheduled start time will be required to take a paper-based exam.
18. **Exam Paper:** Students must verify the number and sequence of pages in the paper-based exam. Any errors should be reported to the proctor immediately.



19. **Exam Duration:** Students are not allowed to enter the exam room after 30 minutes of the scheduled start time, nor are they allowed to leave before 30 minutes have passed.
20. **Cheating:** Cheating, disrupting the exam, or any form of academic misconduct is strictly prohibited. Proctors will issue a violation report for any such incidents, and disciplinary action will be taken.
21. **Artificial Intelligence:** The use of artificial intelligence during exams will result in disciplinary action, and a violation report will be issued accordingly. This is considered a behavioral violation subject to disciplinary punishment.
22. **Electronic Devices:** Possession of mobile phones, smartwatches, translators, headphones, or other electronic devices in the exam room is considered a violation and will result in disciplinary action.
23. **Changing Seats:** Students are not allowed to change their seats during the exam or leave the exam room without the proctor's permission.
24. **Seat Assignments:** The proctor may change a student's seat during the exam to ensure the exam is conducted fairly.
25. **Conduct:** Students must maintain a quiet and orderly atmosphere in the exam room. Talking to other students or disrupting the exam is prohibited and will result in a violation report.
26. **Student Information:** Students must complete all required information on the student information sheet for paper-based exams.
27. **All Answers:** Students must ensure they have answered all questions in computer-based exams before submitting.



28. **Exam Submission:** Students must submit their exams under the direct supervision of the proctor before signing the attendance sheet and logging out of the exam system. Failure to do so will result in an absent mark.
29. **Attendance Sheet:** Students must sign the attendance sheet. Failure to do so will result in an absent mark.
30. **Unauthorized Entry:** If a student who is denied from taking the exam or an unauthorized person is found in the exam room, a violation report will be issued.
31. **Disrespect:** Any verbal or physical abuse of proctors or university staff is strictly prohibited and will result in disciplinary action.
32. **Food and Drinks:** Eating and drinking are not allowed in the exam room.
33. **Students with Disabilities:** Students with disabilities should contact the Deanship of Student Affairs at SNU@SEU.EDU.SA to request necessary accommodations.
34. **Medical Conditions:** Students with medical conditions requiring special attention should contact their branch administration to make necessary arrangements if possible.

Good Luck

The END

