



CURSO 2015/2016

WARNING REGARDING EXAM REGULATIONS:

THE USE, PLACING OR HOLDING OF ELECTRONIC DEVICES (INCLUDING CELLULAR PHONES, WATCHES, CALCULATORS, ETC.) ON YOUR DESK, AS WELL AS ANY OTHER UNAUTHORIZED MATERIALS (SEE EXAM HEADING) IS STRICTLY PROHIBITED. IT IS THE STUDENT'S EXCLUSIVE RESPONSIBILITY TO ENSURE COMPLIANCE WITH THIS REGULATION.

Students taking the PAU with UNED should comply with the UNED regulations for in-class examinations (adapted to the PAU), including:

Article 35. Students should arrive at the examination hall at least half an hour prior to the time set out for exam start, with their corresponding official identification documentation, as well as documentary evidence that they are registered with the PAU of UNED. This documentary evidence should remain on the student's desk throughout the entire exam period.

Those who fail to identify themselves may not access the exam hall. In the event the student was already present in the hall, their exam shall be taken from them and they shall be expelled from the hall. This incident shall be recorded in the Minutes.

Article 36. Once the exam has been handed out to the student, they should only have the authorized materials in their possession. Therefore, except when expressly authorized, the use of any type of consultation or assistance materials is strictly prohibited (books, notes, notebooks, unsealed sheets, programmable calculators, etc.), as well as any electronic communication, data storage or personal computer devices. Mobile telephones should remain turned off.

Article 37.

1. Students should abstain from carrying out or cooperating with fraudulent practices during the exams, including:

- a) Any type of copying.
- b) Any sort of communication with other students or individuals located inside or outside of the exam site.
- c) Impersonation of other individuals and the falsification of documents.
- d) Failure to comply with indications of members of the Tribunal and/or collaborating individuals, within the framework of application of these regulations.
- e) Alteration of normal exam practices.
- f) Offences or lack of consideration towards members of the Tribunal, Support Commission, collaborators or other students.

2. The PAU is to be carried out under appropriate conditions, with the assessment of the exams being carried out in accordance with the course Guides, with students receiving, upon request, a receipt of having completed the exam.

Article 38.

1. In the event a student is involved in any of the situations described in the above articles, a relevant member of the Tribunal shall:

- a. Remove the exam, making a brief notation in the same, of the incident and legibly signing the same.
- b. Make note of the incident in the minutes.
- c. Expel the student from the exam hall.

2. In any event, the incident should be noted in the Minutes, including the student name, ID or passport number, date, time and course; as well as the first and last name of the member of the Tribunal that noted the incident and a brief report of the events occurring.



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3. In the event the incident included the use or possession of unauthorized materials, the member of the Tribunal shall, if possible, seize or scan them; attaching the same to the exam. Otherwise, in the minutes, the type of material should be noted, with a detailed description of its technical specifications. In these cases, the Inspection Services shall determine the procedure to be followed in accordance with the seriousness of the offence.

Deputy Vice-Rectorate of University Admissions
Vice-secretary of In-class Exams
Inspection service
UNED