

## RULES & REGULATIONS

- You have to have your ID card with a picture to take the exam.
- There are three parts in this exam: ***Multiple Choice Questions (60 questions)***, ***Translation (texts)*** and ***Writing***.
- **You have to mark your exam paper group (A or B) on your optic form. Or your exam will be invalid.**
- **Each question in this booklet has four choices and only one is correct.**
- You will not lose any true answers for a wrong answer, so it is to your benefit to answer all the questions in the test.
- **You will be given one optic form. Please mark all your choices on the optic form using a PENCIL.**  
Please mark your student ID number and write your name, surname and number on the optic form.
- **Please place your university ID cards on your desk. The invigilator will check ID cards before the exam starts. The invigilator can also ask you to show your ID card anytime they feel necessary.**
- You are not allowed to use books; dictionaries; notes; any paper (including blank paper); mobile phones; smartwatches or other electronic, mobile, technical or computing equipment capable of accessing the internet, email and/or storing data including notes, and photographs.
- **You are asked to put the non-permitted course materials (books, dictionaries, etc.) into your bag or on the teacher's desk before the exam starts.**
- All communication devices mentioned above must be switched off and put on the teacher's desk.
- **You are not allowed to start answering the questions before the invigilator tells everyone to start.**
- You are not allowed to leave the exam venue first 30 minutes or the final 5 minutes of the exam.
- **If you wish to depart from the exam venue before the end of the allocated time (for a visit to the toilet, or medical needs, etc.), you are not allowed to come back to continue. You will be considered to have completed your exam.**
- It is forbidden for you to attempt cheating; to cheat; to help each other in written or orally; to take the exam documents out of the exam venue.
- **You must not communicate with another student or the invigilator during the exam.**
- You are allowed to eat and drink provided that you do not cause a disturbance or disruption.
- **You are supposed to comply fully with the invigilator's all directions during the examination and failure to comply with the regulations will result in administrative action.**