

Term-End General Education Courses Examinations, 3rd Term

The term-end general education courses examinations will be conducted from Friday, November 22 to Thursday, November 28.

(Since examinations for some courses will be conducted on days before or after the term-end examination period, please follow the instructions of instructors in charge of the relevant courses.)

Please read the section “Examination and Academic Assessment” in General Education Courses Study Guide, and check notices concerning the term-end examination before taking the examination.

Cheating in the examination is strictly prohibited.

Points to Note

1 **Restrictions on items that may be brought in**

Students are prohibited from bringing items other than their student ID card and writing tools into the examination room. However, this does not apply to items that the instructor in charge of the relevant course permits to be brought in, or that are permitted according to a notice.

2 **Classes during the term-end examination period**

For courses for which the description “Class” is provided in the Schedule List of General Education Courses during the Term-end Examination Period, classes are held as usual even during the examination period.

Since the information provided on notices is scheduled information obtained in advance, it may be subject to change according to the instructions of the instructor in charge of the relevant course. In such case, please follow the instructions of the relevant instructor.

3 **Classes during the term-end examination period**

For courses for which the description “Class” is provided in the Schedule List of General Education Courses during the Term-end Examination Period, classes are held as usual even during the examination period.

Since the information provided on notices is scheduled information obtained in advance, it may be subject to change according to the instructions of the instructor in charge of the relevant course. In such case, please follow the instructions of the relevant instructor.

Procedures for Exam Postponement

If you wish to postpone taking an examination conducted during the term-end examination period due to illness or other unforeseen circumstances, please submit the designated Application Form for Exam Postponement with the following document attached, to the Education Support Group of the Academic Planning Division the day before the date of the relevant examination:

- 1) Medical certificate issued by a doctor if the reason is illness
- 2) Document that verifies the occurrence of an eventuality if the reason is other than illness.

Students who have submitted the application form described above and have been permitted to postpone taking the relevant examination are eligible to take a supplementary examination for the relevant course. However, it will depend on the judgement of the instructor in charge of the relevant course whether a supplementary examination is in fact conducted.

If you cannot take an examination due to a sudden accident on the day of the examination, please inform the Education Support Group of the Academic Planning Division accordingly within the day of the examination and follow the instructions thereof.

◇ Contact point for the procedures for application for exam postponement ◇

Education Support Group, Academic Planning Division

Tel: 086-251-7248

Rules Regarding Examinations

The following are rules and notifications regarding examinations.

- 1) Students should arrive no later than 5 minutes before the beginning of the examination.
- 2) Students should take the exam in the seat designated by the examination supervisors.
- 3) Student ID cards should be placed on the table for the entire duration of the examination. Students who have lost or forgotten to bring their cards should inform the examination supervisors, and follow his/her instructions.
- 4) All personal possessions should be placed below the seat in a bag, except for the student ID card, pens/pencils, and other materials specifically permitted by the instructor. No item shall be placed in the rack beneath the desk/table.
- 5) All electronic devices such as cell phones, smartphones, wearable devices, audio players, etc. must be turned off. This rule does not apply to electronic devices that the supervisor allows to be used during the examination.
- 6) On the answer sheet, be sure to fill in the field the name of your School/Faculty (Discovery Program for Global Learners), the Year of Admission, your number and name, and other necessary information.
- 7) Students should remain in the room for at least the first 20 minutes of the examination.
- 8) Students who arrive more than 20 minutes late may not enter the examination room.
- 9) The answer sheet must be submitted at the podium or handed directly to the examination supervisors. If the student leaves the answer sheet on his or her desk, no course credit will be granted.
- 10) Students are expected to respect the exam process and avoid any actions or attitudes that may be mistaken for acts of dishonesty. Students who committed an act of dishonesty or assisted it will be subject to disciplinary action based on the University Regulations Article 58 shall be applied. Acts of dishonesty are as follows. Here, the examination period refers to the time between the beginning of the exam and the submission of the answer sheet.
 - a) Taking the examination on behalf of another, or having another take the examination on behalf of oneself.
 - b) Referring to or using materials such as notes, reference books, electronic devices not permitted during the examination, or any other means that aid during the examination.
 - c) Assisting or being assisted with examination questions by another student, either verbally or via electronic means.
 - d) Exchanging answer sheets.
 - e) Looking at another student's answer sheet during the examination.
 - f) Loaning and/or borrowing notes, reference books, or electronic devices permitted for the examination.
 - g) Disobeying the examination supervisors.
 - h) Plagiarizing, falsifying or fabricating reports.
 - i) Performing any other acts that obstruct a fair examination.

If any of the aforementioned acts are committed, all credits acquired that term in concurrently enrolled courses (including courses that span multiple terms) shall be forfeited.

Receipt of Inquiries or Questions about Academic Assessment

1. If you have any inquiries or questions about your academic assessment for general education courses after it is disclosed, you may ask the instructors in charge of the relevant courses.
2. You may make an objection based on the Okayama University Guidelines on Objection to Academic Assessment for General Education Courses. In such a case, please inform the Education Support Group of the Academic Planning Division, Academic Affairs Department accordingly.
3. Regardless of the above, if you have any other inquiries or questions about your academic assessment, please inform the Education Support Group of the Academic Planning Division, Academic Affairs Department.

Okayama University Guidelines on Objection to Academic Assessment
for General Education Courses

July 13, 2015
Arbitration of President
Revised on May 24, 2016
Revised on March 19, 2022

Article 1 (Purpose)

These Guidelines stipulate the matters necessary for the procedures through which students at Okayama University (“the University”) can make objections against academic assessments for general education courses that they have taken.

Article 2 (Reasons for objection)

Students may present an Objection to Academic Assessments for t general education courses that they have taken in the relevant semester (term) to the Director of Institute for Promotion of Education and Campus Life (“the Director”), if the case falls under any of the following items:

- i) The relevant academic assessment seems to have been made based on the error of the instructor in charge of the relevant course, including incorrect entry of the assessment;
- ii) The relevant academic assessment seems to have been made in a manner that deviates from the assessment method generally accepted through the syllabus or the explanation of the instructor in charge of the relevant course; and
- iii) There seem to be reasonable or objective grounds for the objection.

Article 3 (Procedures for making an objection)

1. Students who intend to make an objection must submit a Written Objection to Academic Assessment for General Education Courses (Attachment Form 1; “Written Objection”) to the Academic Planning Division, Academic Affairs Department.
2. The period during which an objection may be made shall be within eight (8) days after the disclosure date of the relevant academic assessment, in principle.
3. When a student makes an objection, the Director shall send a copy of the Written Objection to the instructor in charge of the relevant course.
4. The instructor in charge of the relevant course shall make a prompt reply to the Director through a Written Reply to the Objection to Academic Assessment for General Education Courses (Attachment Form 2; “Written Reply”).
5. The Director shall investigate and confirm the content of the Written Reply submitted by the instructor in charge of the relative course, and may request a more detailed explanation from the relevant instructor or request the correction of the relevant academic assessment when deemed necessary.
6. The Director shall reply in writing regarding how the relevant objection has been addressed to the relevant student within eight (8) days after the date of acceptance of the Written Objection, in principle.

Supplementary Provision

These Guidelines became effective from July 13, 2015 and were applied to academic assessment for courses opened in the Second semester of AY 2015.

Supplementary Provision

These Guidelines became effective from May 24, 2016 and were applied to academic assessment for courses opened in the First term of AY 2016.

Supplementary Provision

These Guidelines became effective from March 19, 2022 and were applied to academic assessment for courses opened in the First term of AY 2022.

The consequences of cheating

Recently, unwarranted behavior, such as cheating on examinations, has been a constant issue. It may be because some students do not understand the seriousness of the matter or have no sense of responsibility of the consequences.

Please be aware that at Okayama University, if you cheat, make an attempt to cheat, or help a classmate cheat on an exam, **you will fail all of your classes and lose credit from all registered classes in that term/semester including inter-quarter/semester classes.** This does not include the credits you have already earned up until that point in time. In addition, **you may face the risk of being expelled, suspended, or reprimanded by the university based on Article 58 of the Okayama University rules.** Being suspended might also result in having to repeat the same year.

When you take an exam, please pay attention to the instructor's explanation or exam notices on the bulletin board. Any form of cheating and suspicious behavior are strongly prohibited. Remember that you are the one who will be at a disadvantage and get punished if you commit any form of academic dishonesty. Please be very careful!