

Exam rules and logistic information

- Date and time: Thursday 15.01.2026 09h15
 - Duration: 3 hours
 - Location: SwissTech convention center
1. You must bring to the exam:
 - An ID (your Camipro card or an official government ID).
 - A pen, pencil, pencil sharpener and eraser.
 2. You are allowed to bring to the exam:
 - Your cheat sheet: One A4 sheet of paper with any printed or written content (front and back).
 - Water and a snack.
 3. You will be given during the exam:
 - A booklet with the exam instructions and problem statements.
 - An exam answer booklet. The answer booklet will be in ANS format.
 - Three sheets of scratch paper. These sheets are for your use if needed but will not be graded under any circumstances. However, you must turn them in with your exam booklet. At no time may you have more than three sheets in your possession. If you need a clean sheet, a TA will exchange one used sheet for a new one.
 - A course evaluation form.
 4. You will be allowed to enter the exam room 15 minutes prior to the start time (i.e., you can enter starting at 9:00 am) and up to 30 minutes after the exam starts (until 9:45 am). Once you take your seat you won't be allowed to leave the room until 9:45am.
 5. You will be assigned a seat. You must sit only at your assigned seat, where you will find a copy of the exam with your name. The seating chart will be posted at the entrances of the exam room and on Moodle at 9:00 am on January 15 (the morning of the exam).
 6. Upon entering the room, **you must place all of your belongings against the nearest wall to your seat. As a reminder, your cell phone, smart watches, and coat must be stored with your belongings against the nearest wall.**
 7. BEFORE heading to your assigned seat, you must have with you:
 - Your Camipro card or ID.
 - A pen and pencil. As a reminder calculators are NOT allowed.
 - Any water or snacks you brought to consume during the exam.
 - Your cheat sheet.

You must place all of these items on your desk. Once the exam starts at 9:15 am, you won't be allowed to get anything from your belongings under any circumstances.

8. Remember that you are not allowed to open the exam booklet before the TAs have made an official announcement that the exam has started at 9:15.
9. Remember to sign the cover page of the exam answer booklet.
10. Remember you are not allowed to leave the exam room under any circumstances during the first 30 minutes of the exam period (i.e., before 9:45 am) and during the last 30 minutes of the exam period (after 11:45 am).
11. Remember your ID will be checked during the first 30 minutes of the exam. You must have your ID with you to take the exam. Your ID must be placed visibly on top of your desk at all times.
12. Your cheat sheet will be checked with your ID during the first 30 minutes of the exam. As a reminder, you are allowed one A4 sheet (front and back) written or typed with any content. Cheat sheets that don't comply with this format will be taken away.
13. As a reminder, no student is allowed to leave the exam room after they have sat at their seat and before 9:45 am.
14. Similarly, no student is allowed to leave the exam room 30 minutes before it ends (i.e., between 11:45 am and 12:15 pm).
15. You are allowed to use the bathroom after 9:45 am and before 11:45 am. If you wish to do so, please raise your hand and a TA will come to your seat to accompany you as soon as they are available. Remember, you are not allowed to bring anything to the bathroom with you, and no two students are allowed in the same bathroom simultaneously.
16. As a reminder, you are not allowed to move in the room or change seats under any circumstances during the exam.
17. If you finish before 11:45 am and wish to turn in your exam, please raise your hand and a TA will come to your seat to collect all of your exam materials. You must turn in your booklet with problem statements, the exam answer booklet and all the three sheets of scratch paper given to you. You can also turn in the course evaluation with your exam materials. There will also be envelopes posted around the room where you can deposit your course evaluation form.
18. Upon turning in your exam materials, you must sign the attendance sheet stating you have turned in your exam.
19. If you didn't turn in your exam before 11:45am you must remain seated till a TA will come to your seat to collect your exam materials at 12:15 pm. We will have extra TAs at this time to ensure we collect exams as fast as possible. Remember that ALL of your exam materials will be collected: the booklet with problem statements, the exam answer booklet and all the sheets of scratch paper given to you.

20. IMPORTANT REMINDER: ONLY the answer booklet in ANS format will be graded.