

## Warning on Examinations and Misconduct

When submitting written exams and reports for General Education subjects, never engage in misconduct as described below. Also, please comply with the Notes on Written Examinations.

If any misconduct is detected in written examinations or reports, those involved will be subject to severe disciplinary measures. When taking exams, please be aware that misconduct is a violation of your duties as a student and will greatly disadvantage you.

### Notes on Written Examinations

1. Follow the exam proctor's instructions and refrain from any misconduct.
2. Please fill seats in the exam room starting from the front row.
3. Place your student ID card on your desk during the examination.
4. Except for writing utensils, place all personal items (especially smartphones, smart watches, mobile or wearable computers, notes, etc.) in your bag. Do not leave them on your desk or keep them on your person. Turn off all electronic devices before putting them away. You may use a dictionary etc. only if permitted to do so.
5. You may use a writing mat only if permitted by the proctor.

### Definition of Misconduct

#### Written Examinations

- (1) Taking an exam in place of another person, or having another person take an exam in your place.
- (2) Using unauthorized textbooks, dictionaries, reference materials, notes, memos, etc. during the examination.
- (3) Looking at other people's answers, showing others your answers, receiving answers from others, etc.
- (4) Exchanging answers with others.
- (5) Keeping smartphones, smart watches, portable or wearable computers, notes, etc. on your desk or person instead of placing them in your bag as instructed by the proctor.
- (6) Behavior that is contrary to the proctor's instructions and/or disrupts the fair administration of the examination.
- (7) Any other behavior that is deemed to be equivalent to the above.

#### Reports etc.

- (1) Plagiarism: Ex. intentionally quoting your own or another author's work or using content from another student's report etc. without citing the source
- (2) Fabrication: Ex. creating nonexistent test results or data, quoting fabricated (fictitious) sources
- (3) Alteration: Ex. deliberately altering data and processes, manufacturing inauthentic results
- (4) Any other activities forbidden by the class instructor because they would prevent accurate evaluation of learning achievements

Note: Follow the instructor's directions regarding whether the use of AI tools is permitted.