



Thammasat University Faculty of Economics Announcement

Rule and Regulations for Remote Final Exams

To ensure fair and smoothly run online final exams for the second semester of academic year 2019, the following rules and regulations for the remote final exam have been introduced:

- 1) Eligible students are required to read and comply with exam practice guidelines (see Attachment 1) before taking the online exam.
- 2) Students must dress properly while taking the online exam.
- 3) Students must arrive at the online exam room by the Zoom Platform by using the provided meeting ID and password at least 30 minutes before exam time and prepare to show student ID to the exam proctor.
- 4) Students must complete Student Testimonials with signature attached on the first page of the exam submission.
- 5) Students who arrive 30 minutes after the start of the online final exam in that subject will not be permitted to take the exam.
- 6) Students are required to turn on the camera, using the Zoom Application, for the entire exam period.
- 7) Students are not permitted to talk to, or consult with, anyone by any means during the online exam.
- 8) Students are responsible for checking the number of pages before submitting work. Seat number and student ID must be used to create the file name in the following formatting example: if the exam seat number is 1 and the student registration number is 6304680000, the file name must be 01_6304680000.PDF. Total time permitted for submitting exam work is not more than 10 minutes. Incomplete submissions caused by carelessness will not be accepted as an excuse for resubmission. Final decisions about final exam related issues are entirely at the discretion of the instructor and faculty executives.

Students who complete the exam before the end of the exam time must remain in the online exam room until the exam time is officially over.

- 9) After the exam time ends, students may start the submission process only when the exam proctor permits it. Also, make your phone available so that the exam proctor can contact you if necessary.
- 10) In emergency cases, such as if students are unable to enter the exam room, power failure, or internet network issues, please contact the BE International Program, TU Faculty of Economics at tells. 081-928-4567 or 096-881-9972 or by email at be_final2020@econ.tu.ac.th
- 11) In case of technical problems with Zoom or an internet connection, students may contact the aforementioned hotlines or send a short email message stating the problem and continue to complete the exam until the exam time is over. After the exam ends, students must complete a form reporting the problem and submit it to the B.E. International Program as soon as possible.

Given on 28th April 2020



Associate Professor Dr. Chayun Tantivasadakarn

Acting Dean, Faculty of Economics

Attachment 1: Online exam practices

To all students: please be informed of the regulations for taking online exams:

1. It is forbidden to use any communication devices to converse with others during online exams.
2. Only writing paper is permitted on the exam table.
3. Unless the instructor has given express permission, students are forbidden to use any documents, types of equipment, or any other objects or devices during the online exam.
4. Unless permission is granted, it is forbidden to distribute or save any part of the exam answers and answer sheet.
5. Students must write a statement on the cover page of the exam answers, attesting that they will not cheat in any way during the online exam (academic integrity).
6. Students must present their student ID cards or identity cards and turn on the camera with Zoom during the online exam period.

Students who have committed an offense or participated in an offense during an exam will be dealt with according to Thammasat University Regulations on Student Discipline, B.E. 2547 (2004), Section 2, Student Discipline (Section 17):

Whoever cheats during an exam, whether a final or midterm exam, or makes any attempt to do so, if the offense is not serious enough to require expulsion, academic sanctions will be made, up to and including suspension and delayed graduation for up to two academic years. Given the seriousness of the offense of cheating, the penalty for cheating on an exam, in addition to the aforementioned sanctions, will be to receive a failing grade in the course in which cheating occurred.