

Guidelines to help you prepare for regular examinations

Below are some guidelines which will help you prepare for the regular examinations by familiarizing you with the general procedures of the examinations at GraSPP.

1. Examinees must enter the examination room up to five minutes before the start time.
2. Examinees must sit in the seat designated by the examination coordinators.
3. Once seated, examinees must place their student card in a place on the desk where the examination coordinators can easily see it.
4. Only answer sheets provided by the graduate school are permitted to be used. However, please follow your teacher's instructions if he/she state otherwise.
5. Examinees may only place books and notes which are permitted by the teacher on their desk.
6. Examinees must use a pen or fountain pen when their teacher specifies so in advance.
7. Examinees are not permitted to leave the examination room until thirty minutes of the scheduled test time has passed. Students who arrive after the scheduled start time of the examination will not be allowed to enter the examination room. However, a student who is late due to mitigating circumstances may be allowed to enter during the first thirty minutes of the scheduled examination time.
8. Examinees are prohibited from leaving the examination room without permission from an examination coordinator.
9. When you are notified that the examination has finished you must immediately put down your pen and submit the examination paper in the place specified. Please also be aware that your answer sheet will be invalidated if it does not have your name and student number written on it.
10. All instructions given by the examination coordinators and teacher must be observed.
11. Examinations are to be carried out in fair manner so please do not be dishonest. Although it is a given that taking one's test in honestly is a given, cheating is taken particularly serious at the University of Tokyo and will be tolerated under no circumstances. The use of any materials that have notes written in them will be considered cheating. Only those materials stipulated by the teacher such as the compact Compendium of Laws (roppou) or a compendium of treaties that have no notes written in them are permissible.