



Rules of the class

for every students



- **Arrive in** exact **time**
 - **Do not talk** during class, only if the teacher ask you
 - **Listen** to the teacher, follow the class/lesson
 - **Make notes** (you need a notebook/booklet)
 - Do not disturb the teacher and the classmates
 - Mute your mobile phone
 - Do not surf on web, do not play with your smartphone
 - Keep sitting during the class (don't stand up)
 - If you have a question, ask the teacher
 - If you break the rules, take responsibility
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Rules of writing test/exam

for every students



- Use only (blue) **pen**, pencil is not allowed
 - **Switch off** your mobile phone
 - No books/notes/browser, just **clear desk**
 - **No talk**, no communication (silence is needed)
 - Look at only your own work (don't watch classmates sheet)
 - Leaving the room only if the test is finished
 - Readable writing is required
 - Use unambiguous correction (avoid misunderstandings)
 - Minimum requirement is 50%
 - If you break the rules, take responsibility
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