

2021 Fall Semester Final Examination Guide

November 2021
Ritsumeikan University

Final examinations are held to measure students' motivation to study and to check if they are meeting certain academic benchmarks. RU implements each examination with strict rules. Carefully read the following information regarding exams and report examinations so you can fully demonstrate the result of your studies.

Courses are evaluated using the following three methods: 1. Final Examination, 2. Report Examination, 3. Continuous Assessment. Please check the evaluation methods of your registered courses through the Online Syllabus or CAMPUS WEB [Final Examination Schedules (Reference)]. Some courses which are evaluated by Continuous Assessment conduct tests or give essay assignments. Please follow your course instructor's directions.

* Please login to CAMPUS WEB via manaba+R.

1. Final Examination/Report Examination Schedule

(1) Schedule for All Colleges

Schedule	Details
December 6 (Mon) at 1:00 p.m.	- Announcement of Final Examination Schedule (Announced on CAMPUS WEB)
December 20 (Mon) at 1:00 p.m.	- Report Examination Topic Announcement (Announced on manaba+R) *After December 1, as soon as the instructor in charge registers the topic, it will be announced on manaba+R sequentially. All topics will have been announced by December 20 at 1:00 p.m.) - Start of Report Acceptance Period (manaba+R)
January 11 (Tue) at 1:00 p.m.	- Announcement of permitted items (Announced on CAMPUS WEB)
January 19 (Wed)	- Last day of classes for Semester
January 20 (Thu) at 5:00 p.m.	- Submission deadline for Report Examinations (manaba+R)
January 21 (Fri) – January 29 (Sat)	- Final Examinations (8 days excluding January 23 (Sun))
January 31 (Mon)	- Extra Examination Date * For details, see "7. Final Examinations and Makeup Examinations when Public Transportation is Suspended Owing to Inclement Weather."
February 1 (Tue) at 5:00 p.m.	- Application deadline for Makeup Examinations (For examination courses conducted on January 29 (Sat))
February 1 (Tue) at 1:00 p.m.	- Announcement of Makeup Examination Schedule (Announced on CAMPUS WEB) *The makeup examination schedule for examinations held on January 31 (Mon), the alternative examination date, will be announced on February 2 (Wed) at 5:30 p.m.
February 2 (Wed) – 3 (Thu)	- Makeup Examinations
February 4 (Fri) – 5(Sat)	- Extra Examination Date for Makeup Examinations *For details, see "7. Final Examinations and Makeup Examinations when Public Transportation is Suspended Owing to Inclement Weather."

(2) Schedule for Reexaminations in the College of Pharmaceutical Sciences [For students in the College of Pharmaceutical Sciences]

Schedule	Details
February 3 (Thu) at 4:30 p.m.	- Announcement of reexamination schedule and reexamination takers, Start of the application procedures for reexamination
February 7 (Mon) at 5:00 p.m.	- Application deadline of Reexaminations
February 15 (Tue) – February 18 (Fri)	- Reexaminations
February 19 (Sat)	- Extra Examination Date for Reexaminations

2. Examination Hours

(1) Announcement Date and Method

- The Final Examination schedule (including courses, date, period, and examination room) will be announced as follows. The schedule for final exams may be different from that of regular courses. Be sure to check the schedule.

Announcement Date	December 6 (Mon) at 1:00 p.m.
Announcement Method	The schedule will be announced on CAMPUS WEB [Final Examination Schedules (Reference)].

* You will find a list of the courses you registered for on CAMPUS WEB. You are not allowed to take the exam for the courses you have not registered for.

* Examination locations for a course may vary by student year etc. Please be sure to confirm your examination room.

(2) Exam Timetable

- Please note that the time periods for exams are different from those for the general course session.

Period	Exam Time
1st period	9:30 - 10:30
2nd period	11:00 - 12:00
3rd period	13:30 - 14:30
4th period	15:00 - 16:00
5th period	16:30 - 17:30*
6th period	18:30 - 19:30
7th period	20:00 - 21:00*

* The test may take 90 minutes long depending on the subject.

(3) Courses Offered at Another Campus

If it is impossible to arrive at the scheduled time for an exam held by a different College at another campus, please contact Manabi Station by January 6 (Thu) at 5:00 p.m. If you fail to contact either of the above by the deadline, special consideration for your situation cannot be given.

3. Courses Where Students Are Not Allowed to Leave the Exam Room During the Exam

- Thirty minutes after the start of the exam, students will be allowed to leave the room after submitting their answer sheets if the proctor gives them permission. However, some courses do not allow students to leave at any time during the exam.

- For courses where you are not allowed to leave the exam room during the exam, only if you decide to abstain from taking the exam and submit the answer sheets at the time when 30 minutes have passed, will you be permitted to leave the room.

* If you abstain from taking the exam, the submitted answer sheets will not be evaluated. In case of a subject where the final examination is worth more than 40% of the overall grade, you will receive an “F” grade in that subject.

- Courses where students are not allowed to leave the exam room during the exam will be announced in the previously mentioned “Periodic Examination Schedules (Reference)” on Campus Web along with the Periodic Examination Schedules.

4. Permitted Items

(1) Announcement Date and Method

Items allowed to be brought to the exam will be announced as below.

Announcement Date	January 11 (Tue) at 1:00 p.m.
Announcement Method	The schedule will be announced on CAMPUS WEB [Final Examination Schedules (Reference)].

(2) Principal Categories of Permitted Items

Category	Notes
No restrictions (Excluding IC devices)	- Items related to the exam including texts, notebooks, handouts are all allowed. * You cannot use information communication devices such as smartphones, smartwatches, and PCs. * Items that are not related to the exam are not allowed to be brought into the exam room.
Approved texts of the Six Codes (Roppo)	- Details will be announced on manaba+R.
Dictionary	- You are not allowed to bring electronic dictionaries.
Calculator	- Some functions may not be approved.
Ruler	- None

* In addition to the above, other items may be specified.

* If you bring prohibited items, it will be considered cheating.

5. Important Notes Regarding Examination Day

(1) Items to Bring

Items	Notes
Student ID card	- You are not allowed to take the exam without bringing your student ID card. Should you forget bringing it, please go to Manabi Station before the exam starts to receive an "Approval to Take Exam". - Be sure to sign your student ID card with an oil-based pen. - Place your student ID card on the desk with the picture side upward, on the aisle side.
Writing materials such as a ballpoint pen, mechanical pencil (pencil), and eraser	- Your student ID number and name must be written in ballpoint pen on your answer sheets.

(2) Information and Communication Equipment

- You are not allowed to use information communication devices such as cellphones, smartphones, or smartwatches during the exam. (You are not allowed to use these items in place of a watch.) Please make sure to turn them off and put them in your bag, and take out your earphones.

* It is considered cheating when this type of equipment is out of your bag.

(3) Bringing Drinks into the Examination Classroom

- To prevent heatstroke and dryness, students are allowed to keep a bottle of drink on the desk and drink it during the exam. (Please wear a mask immediately after you finish drinking.) However, it is limited to drinks that meet the following conditions.

- The bottle must have a cap.
- The bottle must have a plain pattern (no letters printed). In the case of a plastic bottle (PET bottle), the label must be removed.

Drinks that do not meet the above conditions are not allowed.

(4) Tardiness

- Students arriving more than 20 minutes after the start of an exam will not be admitted to the examination room.
- * If you missed an exam due to a delay in public transportation operated by timetable, please provide the delay certificate issued by the transportation company verifying a delay of over 20 minutes in order to apply to take a makeup exam. (Certificates that show a delay of 20 minutes and under or do not display the time of delay are not acceptable.)

(5) Confirming the Examination Classroom

- After entering the examination classroom, confirm the course name, class, and course instructor's name on the classroom monitor.
- * If you take an exam in the wrong classroom, the results will not be assessed correctly.

(6) Taking a Seat

- Please follow the directions of the examination proctor and sit in your designated row. Please be seated in the designated rows in order starting from front in accordance with the seating chart shown on the monitor.
- If the distribution of question or answer sheets has begun, you are not allowed to leave the exam classroom even if the exam has not yet started.
- * You must inform the proctor if you have entered the wrong classroom.
- It is not required to read the QR code of the "Contact Status Monitoring System" attached on the desk.

(7) Filling in the Answer Sheet

- Be sure to neatly fill in your student ID card number and name with a ballpoint pen in the spaces provided on both the top and bottom of your answer sheet.
- * Answer sheets that are left blank in the spaces for your name will not be evaluated.

(8) Filling in the Attendance Sheet

- After the exam starts, attendance-sheets will be distributed. Please neatly write your grade, student ID number, and name.

(9) Submission of Answer Sheets

- When you leave the room during the exam or when the exam is over, please submit your answer sheets promptly in accordance with the proctor's directions.
- * Behavior such as continuing to fill in your answer sheets, talking with other students, or showing your answer sheets to other students after the exam has finished is considered a form of cheating.
- Please make sure to submit your answer sheets. You may not take your answer sheets outside the room for any reason.

6. Cheating

- A student who has engaged in an act of dishonesty in a final examination is considered to have renounced his or her right to learn and will lose his or her right to study at the University. The student will be subject to suspension or dismissal in accordance with Ritsumeikan University Student Disciplinary Regulations. The student will also have their final examinations invalidated, either that of the subject in question or the subjects registered for the semester in question; and receive the grade of "F" in that subject or all subjects during the semester in question in accordance with Ritsumeikan University Final Examination Regulations. (Failed course credits affect GPA scores.) The following actions are considered acts of academic dishonesty and are subject to disciplinary action.

- (1) Sharing of answers or exchanging answer sheets
- (2) Use of an unauthorized item, or writing on your belongings or desk
- (3) Talking or peeking in another student's direction during the exam
- (4) Use of substitute test taker
- (5) Refusing to follow instructions from the test administrators
- (6) Obstructing or interfering with the examination process

7. Final Examinations and Makeup Examinations when Public Transportation is Suspended Owing to Inclement Weather

- In the event that public transportation is suspended or an emergency weather warning is issued owing to inclement weather during Final Examinations or Makeup Examinations, the implementation of examinations shall be determined for each campus according to "Ritsumeikan University Regulations on Curricular Classes".
 - * For Ritsumeikan University Regulations on Curricular Classes, see the RU website > Current Students (Study Support Site) > Regulations.
 - * Information regarding the implementation of final exams will be announced on manaba+R on exam day.
- If Final Examinations cannot be conducted according to schedule as a result of a decision based on the above, examinations will be conducted during the Final Examination period including the Extra Examination Date (January 31(Mon)).
 - * If Makeup Examinations cannot be conducted according to schedule, they will be conducted during the Makeup Examination period including the Extra Examination Date (February 4(Fri)-5 (Sat)).
 - * Reexaminations for the College of Pharmaceutical Sciences will be conducted on <February 19 (Sat)>.

8. Makeup Examination

- Students who cannot take final examinations (including makeup examinations stated in "7. Final Examinations and Makeup Examinations when Public Transportation is Suspended Owing to Inclement Weather") due to an unavoidable reason listed in "Ritsumeikan University Final Examination Regulations" may be allowed to take makeup exams. However, only regular students, non-degree students (科目等履修生), special auditing students (特別聴講学生) can apply for makeup examinations.
- Students must make a request within three days including the final examination day of the relevant course. Applications will be available from 9:00a.m. on Thursday, January 6.
 - * Detailed application procedures will be posted on the Study Support Site.
manaba+R > College of ** Student Page > Study Support Site> Examinations/Grades > Makeup Examinations

9. For Students Who Require Academic Accommodations

- (1) Special Consideration related to the Novel Coronavirus (COVID-19) Infection (Temporary special measure)
Students who have difficulty coming to the campus to take final examinations, will be given alternative assignments, etc. and considerations upon prior request (Application deadline: 5:00p.m. on Tuesday, November 30).
Please check the Study Support Site for the requirements and detailed procedures.
manaba+R > College of ** Student Page > Study Support Site> Examinations/Grades > Final Examinations

In addition, some colleges may have separate policies, so please also check them.

- (2) Special Considerations for circumstances other than those related to the Novel Coronavirus
Students enrolled at Ritsumeikan University who experience severe restrictions on academic learning due to

a disability or temporary illness, injury, etc. are able to consult the university regarding necessary support and academic accommodations. Accordingly, students are also able to receive academic accommodations as needed during Final Examinations. If you require academic accommodations during a final examination, please make a request to the administrative office of your college (OIC : Manabi Station) by January 6 (Thu). Based on your request, appropriate academic accommodations will be considered. Although it is still possible to make a request after January 6, depending on the type of academic accommodations required, it may not be possible to decide the details of the accommodations to be provided by the day of the final examination.