



EXAM INSTRUCTIONS FOR CANDIDATES

1. Candidates must report to 27 rue Saint-Guillaume 15 minutes before the beginning of their exam. All candidates will be required to show identification (ID card, passport, driving licence, Student card). To know the location of your exam (building and room), consult the information boards in the main entrance of 27, rue Saint-Guillaume. Exams outside Sciences Po will be identified on the exam's online calendar.
2. The only materials allowed in exams are ID and authorized documents indicated on the top of the exam paper. Bags, personal items (clothing, pencil cases, cell phones, etc.) and any other documents must be set-aside. All seats are numbered. Candidates must sit at the desk at which they have been allocated.
3. Sheets, insert sheets and scrap paper are provided by Sciences Po. Candidates are not allowed to bring their own sheets and scrap paper. Before beginning an exam, candidates must write on their answer sheet their name and the number they have been allocated. They must stitch down the left corner to ensure their anonymity. Any insert sheets must be identified as well. Before returning their answer sheets, they must indicate how many insert sheets have been used.
4. Candidates must **ONLY** use blue or black pens (no pencil) and provide their own materials (pens, calculators, etc.). Unless otherwise stated on the subject, **the copy must be written in the language of the subject.**
5. Dictionaries are not authorised.
NOTE: ONLY International students taking part in Sciences Po's exchange programme are allowed to bring a bilingual dictionary (French / native language). Candidates may not make any notes on that dictionary. Exam supervisors are authorised to check them before, during or after the exam.
6. Late candidates are allowed to enter the exam room during the first hour but they will not be given any extra time. **No one is allowed to leave the exam room during the last 30 minutes of the examination.**
 - Apart from those two phases, candidates are allowed to leave the room only to go to the bathroom. No other leaving is authorised (smoking, eating, etc.).
 - Any candidate who wants to return a blank answer sheet must sign it in front of the exam supervisor. However he or she is not allowed to leave the room during the first hour.
7. **Cell phones MUST be turned off before the beginning of the exam.**
8. Smoking is prohibited in the buildings where take place the exams. Only bottled drinks are allowed (no cups).
9. **Authorized materials are indicated on the top of the exam paper** according to the instructions provided by the teacher.
10. Copies are returned to the exam supervisors. At the end signal, candidates must stop writing and **wait at their desk until their answer sheet has been picked up by a supervisor.** All copies are picked up immediately. Each candidate will be given a piece of cardboard they will have to give to the supervisor outside the exam room proving that the answer sheet was picked up.
11. Candidates absent from an examination must report immediately to undergraduate or graduate registrar's office. A candidate who is absent on account of illness must submit a medical certificate to the undergraduate or graduate registrar's office.

In all cases, candidates must respect instructions given by the exam supervisors or any member of the administration.