



Instructions and Reminders for N4 Long Examination

BEFORE THE EXAMINATION

1. Confirm and check the examination location and schedule.
The examination shall take place at the **UP College of Nursing, JV Sotejo Hall, Room 203.**

The schedule is as follows:

Activity	Coverage	Date	Time
Pre-Exam Instructions and Preparations	Placement of bags and other personal belongings in front of Room 203	May 29, 2023	7:00 AM - 7:10 AM
	Inspection of the UPM IDs, Uniforms, and Essential Items.		7:10 AM - 7:30 AM
Fourth Long Exam	Topics 10, 11, 12, and 13		7:30 AM – 9:00 AM

2. **Bring the following essential items:**
 - a. UPM ID with updated sticker (Second Sem, AY 2022-2023) - **know (memorize) your student number.** This will serve as your examination number.
 - b. Two pencils (preferably no. 2)
 - c. Eraser
 - d. Black pen
 - e. Blue pen
 - f. Optional:
 - i. Sharpener
 - ii. Clear pencil case
 - g. The following are allowed:
 - i. Candies
 - ii. Small alcohol bottle
 - iii. Handkerchief or sealed tissue
 - iv. Jacket
3. **Do not bring unnecessary/unauthorized materials inside the examination area.** All items not listed above should be kept inside your bag. Bags should be placed in front or in 1 corner of Room 203.
4. **Wear your complete UPCN Community uniform.** If it is not available, wear your Hospital Uniform. In case your uniforms are still not available, bring a signed letter addressed to N4 faculty of your reason for not having a uniform yet, then, wear appropriate and modest clothes based on the college's dress code. All pockets must be empty.
5. **Do not wear jewelry, watch, or any accessories. A timer shall be provided in front of the examination room.**

6. **Eat your meal before the examination. You are not allowed to eat and drink while the examination is taking place.**
7. **Ensure that you use the washroom before starting the examination as you will not be permitted to leave the room during the examination session.**
8. **Arrive at 7 AM before the examination is due to start; and quietly wait outside Room 203 until you are allowed to enter the examination room.**

DURING THE EXAMINATION

1. As you enter the room, present your student ID, pencils, eraser, and pens to the examination proctor or faculty member.
2. Find your allocated seat.
3. The folder with exam questionnaire and answer sheets will be distributed. Wait for the proctor's instructions before writing anything.
 - a. Using blue pen, write your name on the exam question paper.
 - b. Using black pen, write your name and student number on your answer sheet.
 - c. Using pencil, shade the number of your student number and the letter of your answer on the answer sheet.
4. Check the items in the questionnaire as enumerated by the examination proctor. The proctor shall specify the exact number of items, pages, and type/s of examination before you start.
5. Check if there are defects or unnecessary marks on your Answer Sheet. Do not fold and/or mutilate, and do not put unnecessary marks on your Answer Sheet.
6. You may write on the questionnaire/s. Avoid erasures on the Answer Sheet.
7. While inside the examination room, you are not allowed to communicate by any means with other students.
8. Photography and sound/video recordings are not allowed.
9. Listen carefully to instructions. Students are required to comply with the instructions at all times.
10. You are not permitted to share pencils, erasers, and ball pens.
11. Should you need anything or have any concerns or queries during the examination period, raise your hand, and the proctor or faculty member will approach you. Unless granted permission, you are not allowed to leave your seat.
12. University of the Philippines and/or College of Nursing rules apply on issues of misconduct and/or academic/intellectual dishonesty, cheating, etc.

AFTER THE EXAMINATION

1. Should you finish the examination at an earlier time, raise your hand and wait for the proctor's instructions.
2. You are not allowed to continue to write after the examination time has ended.
3. After finishing the examination, put all examination sheets inside the folder, and submit it to the proctor. No papers, used or unused, may be removed from the folder's original contents.
4. You may take a break and have your snacks. Lecture will start at 9:30 AM in Room 203 (Seminar Room). You may take your bag and other personal belongings with you during the lecture.