

Rules of coexistence in the evaluation tests

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1. The student is obliged to identify himself/herself if required to do so by the teacher.
2. The student must be punctual.
3. Students must take care that their personal appearance and attire at the University are appropriate to the dignity of the Institution to which they belong.
4. The student has the obligation to refrain from using fraudulent procedures in the tests and other activities subject to evaluation.
5. Plagiarism, in whole or in part, of any type of work in the preparation of assignments, the resolution of case studies or the performance of other activities subject to evaluation is prohibited.
6. The student may not make use of any electronic device that allows communication or data storage during the celebration of the evaluation tests, unless authorized by the professor and/or the type of evaluation requires it.
7. It is not allowed to take photographs or audio or video recordings during the development of the evaluation tests, except with the express consent of the teacher.
8. It is forbidden to take possession, by any fraudulent means or abuse of trust, of the wording of the tests, questionnaires, examinations or evaluation exercises, prior to their completion, for one's own benefit or for the benefit of others.
9. The theft, alteration or destruction of tests, questionnaires, examinations or evaluation exercises already completed, as well as documents containing grades or marks, whether for personal gain or for the benefit of others, is prohibited.

What to do if the rules of coexistence are not respected in the evaluation tests?

1. The teacher may require the student to leave the classroom, laboratory or similar facility if he/she refuses to identify him/herself.
2. The teacher may take the necessary measures, including ordering the student's expulsion from the classroom, laboratory or similar facility to ensure the proper development of the evaluation tests and exams under conditions of equality and respect for legality. Likewise, he/she must ensure that no illicit means are used and that no events involving fraud and/or violating the individual character of the tests take place.
3. The teacher may carry out the ocular inspections he/she deems necessary and the student must cooperate.
4. If the use of communication devices or fraudulent means is discovered during the tests or exams, the teacher may terminate them and indicate the abandonment to the student involved, requiring, in addition, the device used.
5. The alleged offending student will wait until the end of the exam to go with the professor to the Dean's Office or Director's Office, where an incident report will be opened.
6. The report shall include an explanation of the facts and the provisional measures taken. The facts described may give rise to disciplinary proceedings, in accordance with the provisions of the Student Regulations of the University.