

## **INSTRUCTIONS FOR STUDENTS REGARDING THE CONDUCT OF EXAMINATIONS IN CENTRAL LOCATIONS**

1. No student is permitted to write an examination without invigilation.
2. Students who are not registered for a course are not permitted to write examination(s) in that course.
3. Students must not enter the examination room until invited by the invigilator.
4. Students' Memorial photo identification cards must be laid on the upper right hand corner of the desk until verified by the invigilator. Students unable to produce this identification upon request will not be permitted to write the examination.
5. Nothing is to be brought to the desk except pens, pencils and, when permitted, paper, calculator, dictionary, etc. All other items, including coats, purses, backpacks, cellular phones, notes, texts, etc., if brought into the examination room, must be left in a designated area or will be confiscated.
6. Use of all communication devices is prohibited during the examination. All such devices must be turned off by students before entering the examination room.
7. Eating is not permitted in the examination room but students may bring water in a clear container to their desks.
8. Prior to the commencement of the examination, students are required to write their name and student number on the examination paper or booklet in ink and to fill in and sign the subject card in ink. The completed subject card and the student's Memorial photo identification card are to be placed on the upper right-hand corner of the desk.
9. Students are not permitted to speak to one another once the examination has commenced.
10. Students normally must not leave the examination room during the first 30 minutes of the examination period.
11. Students normally will not be admitted to the examination room after the first 30 minutes of the examination period.
12. Students must not leave the examination room during the last 15 minutes of the examination period.

13. Students leaving the room during the examination should do so with the least distraction to the students still writing. Students shall not congregate outside the examination room.
14. Students who have completed the examination prior to the expiration of the allotted time must hand their examination paper or booklet to an invigilator before leaving the room.
15. At the end of the examination, all remaining students must stop writing and must remain seated until the examination papers of all students are collected by an invigilator.
16. Under no circumstances is a student allowed to take his/her examination script or examination booklet out of the examination room, whether or not he/she has written in it.
17. Students must request permission from an invigilator before leaving the examination room to use the washroom, for pre-approved prayer time or for any other reason. Students leaving the examination room temporarily should be escorted by an invigilator. The student's examination questions and script will be in the custody of the Chief Invigilator during the student's absence.
18. Whenever a student leaves the examination room unescorted, he/she is not permitted to return to the examination room.

NOTE: Since many individuals are irritated by or allergic to a variety of scents, students are asked to be considerate of their colleagues and use only scent free products when attending an examination.