

*School of Pharmacy*  
***Policies and Procedures for the Conduct of Examinations***  
***TO BE READ OUT PRIOR TO THE START OF AN EXAMINATION***

**Cell phones and smart phones are not permitted to be on you during the exam. Silence the phone and leave these items with your book bags in the front/rear/side of the room.**

1. No student is permitted to leave the examination room during the first half hour of the examination. No student is permitted to enter the examination room after the first half hour of the examination.
2. No student is permitted to leave the examination room (and return to continue writing) except for a medical emergency or urgent situation. Students who leave the room and wish to return will be accompanied by an invigilator.
3. No student is permitted to remove the examination questions, exam booklet or computer card or other examination materials from the room at the end of the examination period.
4. Students may **not** enter the examination room until invited by the invigilator. No conversation is permitted among students once they enter exam room.
5. Students are to leave books, bags, coats etc. in lockers or in front/back/side of room (as indicated by the invigilator).
6. No caps or hats are to be worn during the exam. These must be left in the front/back/side of room or in locker.
7. Pencils/pens and erasers may be brought to desk. No pencil cases are allowed on the desk. Calculators will be provided by the School of Pharmacy. No other electronic devices will be permitted. (eg.cell phones, smart watches, etc.)
8. Students are not permitted to have unauthorized notes, aids or other materials in their possession during the examination.
9. Students are **not** permitted to bring food or drinks, except water in a clear plastic bottle without a label, into the examination room.
10. Students are **not** permitted to leave the examination room within 15 minutes of the scheduled end of the examination.
11. At the scheduled end time for the examination, students shall be instructed to stop writing immediately and turn their examination papers over and leave the room.
12. Any student in violation of this policy will be subject to Academic Misconduct Regulations as set out in the General Academic Regulations (Undergraduate) in the University Calendar.

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Student Signature

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Student #

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Date