

Rules for the Conduct of Written Examinations

1. No person will be allowed in an examination room during an examination except the candidates concerned and those supervising the examination.
2. Candidates must appear at the examination room at least twenty minutes before the commencement of the examination.
3. No materials shall be brought into the room or used at an examination except those authorized by the Chief Presiding Officer or Examiner.
4. Bags and books are to be deposited in areas designated by the Chief Presiding Officer and are not to be taken to the examination desk or table. Students may place their purses on the floor under their chairs. Cellular phones, pagers and palm pilots are to be turned off and must remain in bags in the designated area.
5. The Chief Presiding Officer has the authority to assign seats to candidates.
6. Candidates shall bring their signed student cards and place them in a conspicuous place on their desks.
7. In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least half an hour after the examination has commenced.
8. Candidates shall not communicate with one another in any manner whatsoever during the examination.
9. Candidates who bring any unauthorized material into an examination room or who assist or obtain assistance from other candidates or from any unauthorized source are liable to penalties under the [Code of Behaviour on Academic Matters](#), including the loss of academic credit and expulsion.
10. Candidates shall remain seated at their desks during the final ten minutes of each examination.
11. At the conclusion of an examination, all writing shall cease. The Chief Presiding Officer may seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed at the discretion of the instructor.
12. Examination books and other material issued for the examination shall not be removed from the examination room except by authority of the Chief Presiding Officer.
13. Errors relating to wording, spelling, punctuation, numbers or notations may be dealt with during the examinations. Ambiguities will normally be referred to the Course Director in writing within 24 hours of the examination.

THE UNIVERSITY IS NOT RESPONSIBLE FOR PERSONAL PROPERTY LEFT IN EXAMINATION ROOMS