



EXAMINATION REGULATIONS

To ensure that things run smoothly during your exams, please read the following Examination Regulations very carefully. Students are expected to familiarize themselves with the Regulations, which must be strictly observed:

1. You must **show your student ID card** to enter the exam room. During the exam, ID cards must be kept face up on the desk.
2. **No cellular phones** on your person. Cell phones left in bags must be switched off. Should a phone ring during an examination, the student's phone will be confiscated.
3. **No talking** once you enter the examination room.
4. **No electronic devices** of any kind are to be on or near you, unless specifically allowed by your instructor, i.e., scientific calculator. (This includes iPads, Cellphones, MP3 Players, etc.)
5. **NO WATCHES. All wrist watches must be left inside of your backpack or at the front of the class.**
6. **Dictionaries of any kind are not permitted.** An English/English dictionary will be available in the exam room.
7. **No hats, hoods or bandanas.** Jackets must be hung or placed against the wall.
8. **Pencil case, calculator case, etc.** to be placed **on the floor.**
9. Staring at another student's work is considered cheating. Allowing another student to view/copy your work is also considered cheating.
10. In the event you are suspected of cheating, you may receive a '0' on the examination or an exam grade only for work completed up to that point. ***Do not put yourself in a situation where you can be suspected of cheating.***
11. You are not permitted to leave the exam room in the first 30 minutes or last 15 minutes of the examination.
12. You are not permitted to enter the examination room after 30 minutes have passed from the start of the exam. ***DO NOT COME LATE!***
13. Any student who owes fees may not be permitted to sit for examinations.
14. Any student whose behaviour is disruptive or otherwise considered unacceptable while examinations are in progress may be asked to leave the room, and receive a) 0 marks for the exam or b) an exam grade only for work completed at the time of expulsion (from the examination).
15. At the conclusion of the exam, follow the instructions of the invigilators. When instructed, leave the room quickly and quietly. Do not discuss the exam until you are well away from the examination rooms.
16. No examination papers or booklets are to be removed from the examination room.
17. You are permitted to leave the exam room to use the washroom ***under exceptional circumstances*** (for example a doctor's note presented before the final exam period, i.e. the last day of class) and when permitted by an invigilator. Phones, papers, books, bags, or course materials of any kind are not permitted in the washroom or on you.

Students should assemble outside the examination room 15 minutes prior to the stated examination time. Please make sure that you bring all necessary materials i.e., pencils, erasers, as you will not be permitted to borrow items from your neighbour.

Examinations will not be rescheduled and there are no make-up exams. Please note carefully the date, time and room number for each of your exams.

***Students who are unsure of the Examination Regulations are strongly advised to speak
with any FIC academic staff member***