

EXAMINATION ATTENDANCE FORM

Please read the partial policies/procedures below and sign before you begin the exam. By signing, you are indicating adherence to honesty and integrity during the test/exam process and declare that the information within this test/exam is derived from your independent thoughts.

STUDENT SIGNATURE: _____

STUDENT NUMBER: _____

The Full Test/Exam Policy is posted in each program's Policies and Procedures Manual/ Student Handbook—It is the responsibility of the student to review and adhere to the full Test/Exam Policy.

PROCEDURES REGARDING WRITING TESTS/EXAMS—PARTIAL LIST

Students are expected to:

1. Complete this form at the **beginning of the examination**, and place their I.D. card at the front of the table [if no student ID is available, a **current** photo ID may be permitted with notation on the exam booklet (e.g. driver's license, health card)]
2. **Speak only to the Faculty or Invigilator** during the test/exam.
3. All cell-phones and electronic devices are to be stored in the approved Test and Examination Storage bag as provided by the Faculty or invigilator. **All devices must be turned off**, sealed in the bag, and placed under the student chair. **Devices are not to be accessed until the test/exam is submitted to the Faculty or invigilator.**
4. Refrain from wearing outerwear items (e.g. hats, gloves, overcoats, jackets, vests).
5. Be punctual for all tests/exams and stay in the test/exam room for the first 30 minutes. After 30 minutes students may exit quietly after submitting their test/exam and all paper used during the exam to the Faculty or Invigilator.
6. **ONLY PENCILS, PENS, STUDENT ID CARDS/PHOTO IDS ARE PERMITTED ON THE DESK OR TABLE TOP.** Liquids in a clear bottle with the label removed are permitted.
7. Stay seated for the last 15 minutes of the test/exam and stay seated pending directions from the Faculty or Invigilator.

Students **will not** be permitted to:

8. Start the exam if another student has finished the test/exam and left the test/exam room.
9. Re-enter the room once they have left. **Students are directed to use the washroom before the test/exam begins.** In the event that a student must use the washroom they must be accompanied by a faculty or invigilator. **If it is not possible to secure a faculty or invigilator to accompany the student to the washroom, the student will not be permitted to re-enter the room after using the washroom.**
10. Leave the test/exam room in the last 15 minutes of the test/exam.
11. Have additional time to write the test/exam if they have arrived late.
12. **WEAR** or **ACCESS** a watch during the test/exam. Under **NO** circumstances are watches (Apple or regular watches) to be on the student's person.