

Test and Exam Process Student Pledge

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

STUDENT SIGNATURE _____ STUDENT NUMBER _____

The Full Test & Exam Process is included in the FHSW Student Handbook. It is the responsibility of the learner to review and adhere to the Test & Exam Process.

Partial List:

- Learners may communicate only with the invigilator during the test/exam.
- Learners must provide a valid student ID card with photo to be eligible to write the test/exam. In the event that a learner does not have a student ID, a **current** photo ID will be accepted (e.g. driver's license, health card).
- Cell phones and electronic devices must be turned off and stored as per the direction of the invigilator. Invigilators may provide learners the approved test and examination storage bag (which is then sealed and placed under the learner's chair before starting the test/exam), or another secure method of storage. **Devices are not to be accessed until the test/exam is submitted to the invigilator.**
- No outerwear items are permitted to be worn (e.g. hats, gloves, overcoats, jackets, vests, and other items at the discretion of the invigilator).
- Learners must be punctual for all tests/exams. Learner must stay in the test/exam room for the first 30 minutes. After 30 minutes, learners may exit quietly after submitting their test/exam and all paper used during the exam to the invigilator.
- **Only pencils, pens, and student ID cards/photo ID are permitted on the desk or tabletop.** Liquids in a clear bottle with the label removed are permitted.
- No learner is permitted to leave the test/exam room in the last 15 minutes of the exam. Learners are expected to stay seated pending directions from the invigilator.
- No late arriving learner will be admitted to write the test/exam after any learner has left the exam room.
- Additional time will not be allotted for any learner who begins their test/exam late.
- Once the learner has left the text/exam room, they are not permitted to re-enter the room. **Learners are directed to use the washroom before the test/exam begins. Learners unable to meet this requirement are directed to access services through Accessible Learning Services.** In the event that a learner must use the washroom, they must be accompanied by an invigilator. **If it is not possible for an invigilator to accompany the learner, the learner will not be permitted to re-enter the room after using the washroom.**
- Learners are **not permitted to wear or access** a watch during the test/exam. Under NO circumstances are watches (smart watches or regular watches) to be on the learner's person.