

Examination Rules and Invigilation Guidelines

Examination Rules

1. Entry – Students are not permitted to enter the examination room until invited by the invigilator.
2. Student ID – All students shall display their CNA photo ID on the top Left hand corner of their desk during an examination.
3. Sign In – 20 minutes after the start of the examination students will be asked to sign an attendance sheet. They will present their CNA ID and have their signature witnessed by the invigilator.
4. Late – Students who do not arrive within 30 minutes of the start of the examination will not be permitted to begin the examination. They must apply with Student Services for a deferred examination. Students who arrive late will not be permitted extra time.
5. Communication Devices – No student shall be in possession of a communication device, or any device capable of displaying text at any time during an examination. (Including, but not limited to, mobile phones, smart watches, etc). The best practice is to not bring these devices to the exam room so they can't get lost, switched, or stolen.
6. Leaving the Exam – No Student shall leave the examination during the first or last 30 minute time period.
7. Breaks – Except where the student supplies medical documentation in advance, washroom breaks will not normally be permitted during 2 hour examinations, or in the first or last hour of exams lasting 3 hours or longer. Breaks for other reasons must be requested in advance. Students outside the exam room will be escorted by an invigilator. Possession of a communication device while on a break will be considered an act of academic dishonesty. Students who leave the room without permission will surrender their exam.
8. Belongings – Personal belongings including outdoor coats, bags, pencil cases, etc should not be brought to the exam room. Pens, pencils and other items needed can be carried in a clear plastic bag if necessary.
9. Food and Drink – Students may only bring a small quantity of drinking water in a securely closed container to the exam room. All other food and drink is prohibited.
10. Moving Desks or Exam Papers – Student must take their seats as directed by invigilators and are not permitted to rearrange desks or papers.
11. Calculators – Only approved calculators are permitted as listed on the examination cover. When programmable and graphing calculators are allowed they should be powered on displaying "RAM Cleared" until checked by the invigilator.
12. Conduct – Exam rooms are to be quiet out of respect for students. Students may not speak to one another. Academic dishonesty and other conduct issues will be enforced as per Policy SS-201 Student Code of Conduct.
13. Bringing or Removing Materials – Except where directed by the instructor, materials are not to be brought to the examination room, and no material is permitted to be taken from the room.
14. Exit - Students leaving the exam room must be respectful of others still writing. They must clear the room quietly and not congregate in hallways outside the exam rooms.