



Conduct of Examinations

Instructions for Students

1. Students are responsible for arriving at the examination room on time with adequate supplies (pens, pencils, erasers, calculators, current student I.D. card). Upon entering the examination room, students will refrain from talking to or communicating with other students. Students will read any posted instructions concerning seating and other arrangements within the examination room. Students must place their student I.D. card on the left corner of the desk.
2. No student may leave the examination room during the first thirty minutes of the examination.
3. Students must sign the nominal roll which will be circulated by the proctor during the first thirty minutes of the examination.
4. Students arriving later than thirty minutes after the commencement of the examination will not be allowed to write the examination. Under such circumstances, students should advise the Instructor/Chief Proctor of their situation and then proceed to an Academic Advisor in their home faculty for instructions. In the case of evening or Saturday examinations, students must proceed to the Academic Advisor for instructions the next business day.
5. Students prevented from writing an examination by circumstances such as illness or death in the family shall contact an Academic Advisor in their home faculty. All circumstances will require supporting documentation.
6. Students who need to perform prayers or religious observances during the time period of the examination must be made known in advance of the examination and accommodations sought. **Students must speak to an Academic Advisor.**
7. Students are forbidden to give information to, or receive it from, any candidate or person other than the instructor or an examination proctor, during the examination.
8. Students will not make use of any books, notes, diagrams, communication equipment or other aids unless authorized by the examiner, such authorization being stated clearly on the question paper. Students who bring any unauthorized notes, books, communication equipment or other aids into the examination room must leave them in an area designated by the Instructor/Chief Proctor. All unauthorized electronic devices, particularly cellphones, must be switched off and left in bags.
9. All hats (with the exception of religious headcoverings) must be removed on entering the examination room.
10. Coats should be left with bags. Any outdoor jackets or coats taken to the student's seat at the examination must be shown to the proctor for approval and pockets emptied.
11. **No food** will be allowed into the examination room (unless exception granted by the proctor). Liquids should be in a clear (with no labels) or metal container.
12. A "clean desk" policy will be enforced. Only items essential to the examination and approved snacks/beverages will be allowed on desks. There will be no cell phones, toys, pencil cases, or other superfluous items on desks. Wallets or purses may be left under your chair.

13. In the case of emergency, students will be permitted to leave and re-enter the examination room only if accompanied by an Instructor/Proctor. Students may be granted permission to move to another available seat if they can provide a legitimate reason. In a general emergency condition (e.g., fire alarm) usual university procedures will be followed. All examination materials must be left at the desk; proctors will supervise evacuation of the exam room.
14. Students who find it necessary to use the washroom during an examination may do so provided no other student from the same exam is doing so (students may have to “wait their turn”). A “sign out” sheet will be used to keep track of which students left to use the washroom and their exit and return times. Students may be asked questions regarding possession of cellphones, etc. prior to permission to exit the exam room for a washroom break.
15. Students are responsible for ensuring that they receive the proper question paper.
16. Students will use only the approved answer form (question paper, markex card, or answer booklet) supplied. When answer booklets are employed, students will use them even for rough work and will not write on any other paper. Pages will not be removed from answer books. Students must keep all papers at their desk.
17. Students who require additional answer books during the examination will not leave their seat but will attract the attention of the Instructor/Chief Proctor by raising their hand.
18. Any suspected irregularities in the question paper or any unusual distractions in the vicinity of the students should be brought to the attention of the Instructor/Chief Proctor.
19. Upon completion of the examination, students will ensure that their student number, name, course number, book number and total number of books, and the name of the instructor are lettered legibly on all answer books. If more than one book has been used, they should be numbered consecutively and placed inside book one. No answer books or parts of answer books will be taken from the examination room.
20. Candidates will not be allowed to leave the examination room during the last **15 minutes**. Under no circumstances, including late arrival, will the time beyond the designated period be extended.
21. Examinations run at the scheduled time. Under no circumstances, including late arrival, will the time beyond the designated period be extended.
22. At the conclusion of the examination, students will hand their completed examination booklets to the Instructor/Chief Proctor. Students who leave the room and neglect to sign their name and submit their completed booklets to the Instructor/Chief Proctor will be considered as not having written the examination.
23. For students who are due to write at Accommodated Exams please follow this link. You must speak to an SSD Counsellor for EACH course for which you are registered. Every time you add a new course, you need to contact your SSD Counsellor. If you log in and do not see all the courses for which you would like accommodation, you **MUST** contact your SSD Counsellor.
http://www.registrar.uwo.ca/examinations/accommodated_exams.html