

# Examination Policy

## 1. Policy Statement

Examinations are an important part of ensuring academic progression and students' development and the following policies will apply:

- 1.1 No person will be allowed in an examination room during an examination except the students and instructor;
- 1.2 Students must not communicate with one another in any manner during the examination;
- 1.3 No materials or electronic devices can be used or viewed during an examination, except those authorized by the instructor. Unauthorized materials include, but are not limited to: books, class notes, formula sheets, or handouts. Unauthorized electronic devices include, but are not limited to: cell phones, laptops, tablets, calculators, MP3 players (such as an iPod), personal digital assistants (such as a Palm Pilot or Blackberry), electronic dictionaries, smart watches and smart glasses;
- 1.4 Students who engage in the usage of unauthorized materials or electronic devices during exams or who assist or obtain assistance from other candidates or from any unauthorized source are liable to penalties under the Academic Integrity Policy, including receiving a failing grade on the examination, suspension or expulsion;
- 1.5 Students will not be permitted to enter an examination room later than fifteen minutes after the start time, nor to leave except under supervision of instructor until at least half an hour after the examination has started.