

Final Examination Regulations

1. Eligibility to write examination

Students who have not paid all tuition fees or who have not satisfied course prerequisites prior to the examination period should be aware that their examination may be cancelled because of these deficiencies.

2. Student Identification

- a) Each student must be prepared to satisfy the examination supervisor as to his/her personal identity by presenting proof such as a Mount Royal student identification card or a driver's licence. To confirm attendance and eligibility, the examination supervisor may collect seating lists recording each student's printed name, signature and Mount Royal student identification number.
- b) Students must write their names on each examination answer booklet as directed and must number each booklet.

3. Conduct during examination period

- a) All questions and requests must be addressed only to the examination supervisor.
- b) The examination supervisor is obliged to report any perceived academic dishonesty to the Office of Student Conduct. Examples include but are not limited to:
 - speaking to other students or communicating with them under any circumstances whatsoever
 - bringing into the examination room any textbooks, notebooks, or other written material(s) not specifically authorized by the examiner;
 - making use of calculators and/or portable computing machines not specifically authorized by the instructor;
 - leaving answer papers exposed to the view of other students;
 - attempting to read other students' examination papers.

4. General Examination Rules

- a) Students must be in their places punctually at the appointed time. Students who are late in arriving will not normally be admitted after the first half-hour of the examination period has elapsed. No additional time will be allowed after the end of the scheduled examination period.
- b) No students will be permitted to leave the examination room until 45 minutes have elapsed after the start of the examination.
- c) Any student who desires to leave the examination room must deliver his/her answer booklets to the presiding examiner prior to leaving. Unless specifically authorized in

- advance by the examination supervisor, students who leave the examination room will not be permitted to re-enter until after the examination period has expired.
- d) Students shall record their answers only on the examination booklets and answer sheets provided. Use of any other papers not specifically authorized by the examiner may result in cancellation of the examination. Students should write on only one side of the paper; the opposite side may be used for rough work. Rough work must not be discarded, but should be handed in with the examination booklet(s).
 - e) All examination booklets must be handed in to the presiding examiner promptly when the signal is given. Failure to comply with this regulation will be cause for rejection of an answer paper.
 - f) Should a student write an examination, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another examination, such a request will be denied.
5. Illness during examination
- a) If a student is forced to leave the examination early because of illness, he/she must report at once to the examination supervisor, hand in the unfinished paper, and request that it be cancelled. The student must report directly to the University Health Services to obtain documentation to support a deferred examination. The medical certificate must be delivered with a written request to the Registrar's Office within 48 hours after the scheduled examination.
 - b) Students are expected to sit for two hours without requiring a washroom break. Students with a medical condition that requires more frequent visits must identify themselves prior to the start of the examination. NOTE: Examination rules outlined under 3(b) are in effect for washroom breaks.
6. Electronic devices
- All electronic devices must be turned off during the examination period. Use of calculators, cell phones and all other electronic devices is not permitted unless sanctioned by the instructor.