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<b>Executive Responsibility:</b>	Vice-President Academic & Provost	<b>Next Review:</b>	Apr, 2013
<b>Administrative Responsibility:</b>	Executive Director, Student Services	<b>Policy:</b>	95.02

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PROCEDURE:

The following procedures will be enforced by the invigilating faculty member:

1. Students must display their student card (or other valid ID) on the exam table.
2. Students may not bring backpacks, briefcases or other unauthorized materials to their exam table, or place such materials on the floor by their exam seat. This includes scrap paper. Scrap paper will be handed out by the invigilating faculty member at the request of the student.
3. All electronic communication devices shall be turned off for the duration of the examination. In the case of emergency, students may be contacted through the Registration Centre by telephone at 250-740-6400.
4. Once exams have commenced, the invigilating faculty member will verify each student ID and request an initial from the student on the class list.
5. As completed exams are submitted to the invigilating faculty member, the student will sign again acknowledging submission of the completed exam. The student will also submit any scrap paper or other materials used during the writing of the exam.
6. No student will be allowed to begin an exam 30 minutes after the scheduled start time.
7. No student is allowed to leave the gym (except in cases of medical emergency or other common sense reasons) until 30 minutes have elapsed from the start of exams.
8. Exams will end at the prescribed time. An announcement will stop exam writing, exam materials will be collected by the invigilating faculty member, and all students will exit the building at the designated time the exam is over.
9. Invigilating faculty members will monitor students throughout the examination period.
10. Washroom breaks will be permitted and monitored for a reasonable length of time. Only one class member will be permitted to leave for a washroom break at a time. A gym attendant will accompany the student to the washroom door.