

Final Exam Policy

1. Admissions to Examinations

- Arrive at least 15 minutes prior to the scheduled start time.
- If a student arrives more than 30 minutes late, s/he **IS NOT** allowed to take the exam/test at the scheduled time. Scheduled exam/test time will not be extended to make up for late arrival.

2. Attendance Check

- **ONLY** students with valid Student ID cards are permitted to write the exam.
- Students **MUST** place student ID at the corner of the desk at all times during the exam.

3. During the Examinations

- The official start and end time of examination shall be determined and announced by the instructors.
- **** **SESSION 1** students **ARE REQUIRED** to remain in the exam room until the end of the exam session.
- ****Students writing exams without sessions **ARE NOT ALLOWED** to leave the exam room during the first 40 minutes of the exam.
- Washroom and water breaks **ARE NOT** allowed.
- Food **IS NOT** allowed in the exam/test room for students writing the exam.
- When the instructor announces the completion of the examination, students **ARE REQUIRED** to stop writing and remain seated while all of the exam/test materials including the notes are collected.
- Question booklets **MUST** also be handed in in order to avoid leaking of the test/exam questions.

4. Exam/Test Aids

- Electronic and telecommunication devices **ARE NOT** allowed in the exam/test room. This includes cellular phones, pagers, smart watch, MP3 players, programmable or graphing calculators, programmable pens, personal assistant devices, personal computers etc.
- Instructors have rights to check items brought into the exam/test room.
- Approval by your course instructor is required in order to use prepared notes such as crib/cue sheets, word lists or memory aids. Permission must be obtained prior to the exam/test date.

5. Computer Use

- An approved designated adaptive software program is the **ONLY** computer program allowed for computer related exam/test.
- Use of any unauthorized computer applications such as an internet browser or internet research is considered academic dishonesty.

6. Academic Dishonesty

- Cheating is the attempt to gain an improper advantage in an academic evaluation.
- A **ZERO** is immediately given if the following happens:
 - Obtaining a copy of an exam/test or question before it is officially available.
 - Copying another person's answer to an exam/test question.
 - Consulting an unauthorized source during an exam/test.
 - Obtaining assistance by means of documentary, electronic or other aids which are not approved by the course instructors.
 - Speaking, **murmuring** or communicating by any means, manner or device with anyone other than the instructors for the duration of the examination.
- Instructors and Academic Department reserve the right for final decisions.