

# **Examination Procedure - Final Exams**

## ***Objective:***

To make sure everyone understands the rules and etiquette of examinations, to minimize stress and create a uniform environment for all exams.

## ***Starting the examination:***

- ❖ Students must identify themselves by presenting the BCIT ID card or other form of photo identification. Leave the identification on the table throughout the examination.
- ❖ Unless otherwise specified, calculators are permitted and no other electronic devices of any type are allowed in the exam area. This includes personal music devices, mobile devices, and language translators.
- ❖ Do not bring unauthorized materials to the exam room. All bags must be stored away from the exam area. The invigilator will identify the location.
- ❖ Mobile devices should not be brought to the exam room. If your mobile device rings, you may be asked to discontinue writing the exam. If you use a mobile device to access unauthorized material, you are in violation of BCIT policy.
- ❖ Do not move any exam from where it was placed unless directed to by the invigilator.

## ***Leaving the examination:***

### ***Between 0 and 60 minutes:***

- ❖ For 2 hour exams students may not leave.

### ***Between 60 and 120 minutes:***

- ❖ Those leaving should present the exam to the Invigilators and sign out.
- ❖ Those leaving are not to mill about in the vicinity of the examination as the noise is distracting to those still writing.

## ***Late or Absent***

- ❖ If you are more than one hour late, you will not be admitted into the examination.
- ❖ If you are absent due to illness or other extenuating circumstance, you should contact your instructor. Document your absence (a medical certificate is required for absence due to illness) and present the documentation to your program head at the earliest opportunity.
  - BCIT Student Medical Certificate is available for downloading from:  
[www.bcit.ca/files/healthservices/pdf/studentmedicalcertificate.pdf](http://www.bcit.ca/files/healthservices/pdf/studentmedicalcertificate.pdf)

## ***Cheating***

- ❖ The using of or bringing into an examination and having ready access to unauthorized information and material, or the copying of another student's work will result in disciplinary action.

## ***Policy References***

- ❖ BCIT Policies 5101, 5102, 5103 and 5104.