
Guide for Final Exams - Students

The purpose of the guide is to ensure that students are aware of the policies and procedures for examinations.

Starting the examination:

- You must bring photo identification such as your BCIT ID card. Leave the identification on the table throughout the examination.
- Unless otherwise specified, no electronic devices of any type are allowed in the exam area. This includes mobile devices, smart watches, language translators, etc.
- Calculators may be permitted but there may be restrictions on the type or style of calculators.
- Bags and other materials must be stored away from the exam area. The invigilator will identify the location.
- 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:

- Present the exam to the Invigilators and sign out.
- Please move away from 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 circumstances, 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

Cheating

- The use or possession of unauthorized information and material, or the sharing of examination material with others will result in disciplinary action.

BCIT Policy References

- [5101 – Student Regulations](#)
- [5102 – Student Code of Conduct \(Non-Academic\)](#)
- [5103 – Student Evaluation](#)
- [5103 PR1 – Grading](#)
- [5104 – Student Code of Academic Integrity](#)