

## EXAM RULES AND ETIQUETTE

### CONTACT INFORMATION

Dean Black-Branch	204-474-9282	Jonathan.Black-Branch@umanitoba.ca
Assoc. Dean Fainstein	204-474-6133	Lisa.Fainstein@umanitoba.ca
Student Advisor, Rosa Muller	204-474-6134	Rosa.Muller@umanitoba.ca
General Office	204-474-6130	

### BEFORE THE EXAM

If you have any concerns about the exam process, contact Assoc. Dean Fainstein. If you become ill or experience a family or other emergency that prevents you from writing the exam at the regularly scheduled time, contact the Associate Dean's office as soon as possible. A short or long term deferral of an exam can be arranged, as necessary. Documentation will be required.

### EXAM ROOM ITEMS

Do not bring into the exam room any materials or texts apart from those that have been permitted by the instructor. If you are in doubt about what is permitted, ask the instructor.

**Do not bring cell phones or other electronic devices (except laptops for exam software users) into the exam room. Leave them at home or in your locker.**

Do not use perfume, aftershave or cologne as many students are allergic to these and other perfumed products.

Students sensitive to noise are advised to bring ear plugs into the exam room, whether they are hand-writing or using exam software.

### BEFORE AND DURING THE EXAM

If you are using exam software for your exam, arrive **30 minutes prior** to the scheduled exam time.

- Locate your A/C – battery power indicator light on your laptop to determine which light indicates you are running on A/C power (i.e. power from a wall outlet). Make sure you are not running on batteries.
- Ensure that your battery has at least 60 minutes of charge in it prior to the exam in the event there is a temporary power outage.
- Bring your power cord, battery (in the event of power loss), and an extension cord. If you normally use an external keyboard and mouse or if you need earplugs, you may bring those as well.
- Immediately before Softest launches the exam, you will be provided a warning screen with RED STOP SIGNS indicating that you should not begin the exam until instructed to do so. Heed this warning.
- You will be asked to leave the exam room 15 minutes prior to the start of the exam. If you are not at the “warning screen” by that time you will have to hand write your exam.

If you become ill or panic during the exam, leave the exam room and proceed to the Associate Dean's office.

### **AT THE END OF THE EXAM**

Do not leave the exam room during the last 15 minutes of the exam. If you finish your exam during that period, please sit quietly at your desk. If you are using exam software and have submitted your exam electronically please leave it on the congratulations screen. Playing games and surfing the net is very distracting to your fellow student.

When the instructor advises that the exam is over you must immediately stop writing in your answer booklets or typing your exam answers. To continue writing or typing an answer after the invigilator has stopped the exam is cheating, and is a violation of the Policy on Academic Integrity. At that point, the only writing that you are allowed to do is to write your student number and booklet numbers (etc.) on the front of the answer booklets. The only typing should be mouse clicks to follow the instructions on the screen.

Note: All Question Papers must be returned to the exam assistant at the front of the room with your student number on them.

Exam Booklet Hand-Writers: At the end of the exam you must write your student number, course and Professor's name on the booklets.

**If you arrive home and find that you have brought the questions with you, contact Rosa Muller, Student Advisor 204-474-6134 immediately and make arrangements to return them to her.**

### **AFTER THE EXAM**

Out of courtesy and consideration for other students, please leave the exam room quietly. During the final exam periods in December and April exams will be continuing for other students and our hallways echo and reverberate with noise when students congregate in them. For that reason, please do not talk to other students until you are either within the student lounge or front lobby.

Do not contact your instructor to talk about the exam after you have written it. If you do so, it is almost inevitable that you will say something that will breach the exam-writing anonymity policy. If you feel that something "went seriously wrong" during the exam and you need to talk to someone about it, see the Associate Dean's office immediately.