

General Exam Rules for Students

1. Nothing may be taken to the student's seat except materials authorized for the examination.
2. Anything which is not authorized by the instructor or chief proctor must be left at the front of the examination room. Such items include (but are not limited to) jackets, backpacks, text books, notes and purses.
3. Unauthorized computing, data storage, and communication devices must be turned off and left at the front of the examination room.
4. In the case of open-book exams, students will be permitted to have material at their seats that has been pre-authorized by their instructor.
5. Calculators may be used at the discretion of the instructor.
6. With the exception of clear plastic water bottles with no writing on them, food and beverages are not permitted in the examination room.
7. Students are not permitted to wear brimmed hats while writing exams.
8. There will be no talking in the examination room.
9. Students must display their valid Mount Saint Vincent University Student ID Card during each exam.
10. Students may begin their exams as soon as they are seated; however, shortly after they begin their exams, a sheet will be circulated on which they must write their name beside the appropriate seat number.
11. No student may leave the examination room during the first twenty minutes of the exam. Latecomers will be admitted to the examination room only during the first twenty minutes.
12. Students requiring assistance should raise their hands and not leave their seats.
13. When students have finished their exam, they should write their row and seat number on the cover of the examination booklets, hand their exams to one of the proctors and sign the attendance sheet for their course. Students may be required to show their valid Mount Saint Vincent University Student ID Card at this time.
14. Students found communicating with one another in any way or under any pretext; having unauthorized books, papers, electronic computing devices, data storage, or communication devices in view, even if their use is not proved; or found cheating in any way will be reported by the Chief Proctor to the course instructor and the Registrar's Office. Procedures for Academic Offenses will be followed.
15. If a student misses an examination due to illness, she/he must inform the Registrar's Office within 48 hours of the missed examination and submit a medical certificate from a physician, directly to the Registrar's Office.