

Correspondence Studies Examination Rules and Procedures

The following rules and procedures apply to those students writing exams at the Department of Education and Early Childhood Development, Correspondence Studies Program office in Halifax. For those writing exams at alternate locations, information will be provided to students during the exam registration process.

1. STUDENT RESPONSIBILITIES

- Complete an exam application form and book an exam time
- Check the date, time and place of writing of each of their examinations
- Arrive at the examination site 15 minutes prior to scheduled start time. Students who arrive **more than 30 minutes late** may not be allowed to take the exam at the scheduled time if other students are also writing an exam during the same exam session.
- Have all materials required for the exam.
- **If intending to graduate in June of any calendar year**, ensure exams are scheduled by the exam completion deadline of that year
- Always check the Correspondence Studies website for updated information

2. EXAM RULES

- Students should arrive at least 15 minutes prior to the scheduled start time. Students who arrive **more than 30 minutes late** may not be allowed to take the exam at the scheduled time. Scheduled exam time **will not be extended to make up for late arrival**.
- Students are **required** to bring a valid **photo ID** with them to the exam site.
- Unless explicitly stated otherwise, all exams (paper, electronic or otherwise) are invigilated (supervised) and all exams are "**closed book**". Students may bring into the examination room only those aids or resources that have been specified in the course outline and/or in the examination instructions.
- 1** • Students are **not permitted** to have **cell phones, blackberries, cameras or any other electronic storage or communication devices (including Electronic Translation Devices, iPods, MP3 players, etc.)** during the exam.

- Calculators *may be permitted* in the exam room only when it is specified in the examination instructions. The **memories of programmable calculators must be wiped clean before the calculator is permitted in the exam room**. The invigilator has the right to inspect any calculator and its memory function before allowing the student to use the calculator for an exam. Students are not permitted to borrow calculators from other students during the exam period.
- Book bags, knapsacks, purses, other bags, notes or papers will not be permitted in the examination area. Students will be directed by the invigilator as to where to place items not required for the examination. **Invigilators are not responsible for students' personal property.**
- No papers are to be taken from the exam room by students.
- Washroom breaks are not permitted. In the case of an emergency, the student is to be escorted to the washroom; and an invigilator should wait outside the washroom door. In case of a personal emergency of any sort (e.g., illness) students are to inform an invigilator of their circumstances and request assistance or permission to leave the examination room, as circumstances warrant.
- Students will not bring food into the examination room, unless medical authorization is provided. Water may be consumed in the examination room, provided this is done in a non-disruptive manner.

Any questions the student may have during an exam must be addressed to the invigilator and not to another student. Students communicating in any way to another student will be asked to leave. The exam will not be graded. Prior to rescheduling an exam any student who has been asked to leave will need to speak directly with the Coordinator of Distributed Learning.

- Students have a right to ask an invigilator for clarification if aspects of the examination are unclear, but should be aware that invigilators will not answer any question that is deemed to infringe on examination integrity.
- Anyone caught cheating during an exam will be asked to leave and the exam will not be graded. Prior to rescheduling an exam any student who has been caught cheating will need to speak directly with the Coordinator of Distributed Learning.

Disruption of an Examination that has Started

In cases where immediate evacuation of the building is required or a severe medical issue has arisen, all examination papers and written materials must be handed to the invigilator as members of the class exit the examination room. The invigilator is responsible for determining whether the examination can be re-started, or whether the examination should be cancelled and a make-up examination scheduled. **The invigilator should attempt to confer with the Coordinator or his or her designate by phone or in person, to assist the invigilator in making the decision.** Make-up examinations will be written at an alternate scheduled date and time at the earliest possible time.

3. INVIGILATOR RESPONSIBILITIES

- To be familiar with the examination rules and procedures.
- To see that an examination starts, takes place and finishes in an orderly and timely manner.
- To ensure that the seating arrangements for the students and space between desks respect the integrity of the examination process.
- To safeguard the integrity of the examination. This includes active monitoring of students during examination and acting upon all observed instances of cheating or misconduct. In instances where the invigilator must leave the room, a replacement invigilator must be identified prior to leaving the room.
- Breaks and other necessitating an invigilator to leave the room should be arranged in advance of the examination session.