



*Office of the Associate Dean  
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## MEMORANDUM

To: All Law Students

From: Associate Dean Academic and Student Relations

Re: **EXAM RULES AND ETIQUETTE**

**Following are important reminders about some of our exam rules and exam etiquette:**

- Use your **final** code name only, not your real name and not your midterm codename, when you enter your codename in the Exam4 software or on your final examination questions.
- You are expected to be in the exam room, settled and ready to start the exam at the scheduled time. This means you should arrive at least 20 minutes before the exam starts.
- If you arrive significantly late for the exam, do not enter the exam room, as this is disruptive for other students. Report instead to the front office. Late arrivals generally result in lost exam time.
- Do not bring into the exam room any materials or texts apart from those that have been permitted by the instructor as this is a breach of the policy on [Academic Integrity](#).
- If you are in doubt about what is permitted, ask the instructor and read the exam cover page posted on the exam board. Exam cover pages for final exams will be posted in advance, when available, on the notice board in the hallway.
- **Do not bring cell phones or other electronic communications devices into the exam room.** Leave them at home or in your locker.
- **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. Do not hand in the exam until after the instructor has announced that the exam is over.
- When the instructor advises that the exam is over you must immediately stop typing. To continue typing an answer after the exam period has ended is cheating. Spellchecking may only be run during the official exam time.
- Exam software users must write their codename on the front page of the exam questions and hand them in and sign the "Departure" signature sheet.
- **Exam questions are the property of the Faculty of Law and may not be removed from the exam room.**
- The envelope collection system is used only to accommodate exam hand-writers. You must put the exam questions, along with all the answer booklets that you have used, into the exam envelope. Be sure that the front of the envelope is fully completed. Seal it and take it to the exam assistant at the front of the room where you must also sign the "Departure" signature sheet.
- **Out of courtesy and consideration for other students, please leave the exam room and the building quietly. Exams will be continuing for other students and our hallways echo and reverberate with excitement 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.**