



**STUDENTS SHOULD BE PREPARED TO PRODUCE THEIR
UVIC ONECARD FOR REVIEW**

Provided for the exclusive use of students writing University examinations

PRINT NAME: _____ **V00** _____
 SURNAME FIRST NAME UVIC STUDENT NUMBER

I DECLARE THAT I AM THE PERSON NAMED ABOVE. I DECLARE I AM FORMALLY REGISTERED AS A STUDENT IN THE COURSE INDICATED ON PAGE ONE OF THIS EXAM.

 DATE OF EXAMINATION LEGAL SIGNATURE

 COURSE SECTION NUMBER INSTRUCTOR

READ AND OBSERVE THE FOLLOWING INSTRUCTIONS AND REGULATIONS FOR STUDENTS

- 1. PLEASE COMPLETE THE TOP PORTION OF THIS PAGE.**
 - Rough work must be clearly indicated as such.
- 2. DO NOT TURN THE EXAMINATION PAPER OVER UNTIL INSTRUCTED TO DO SO.**
- 3. REGULATIONS GOVERNING ADMINISTRATION OF UNIVERSITY EXAMINATIONS**
 - The invigilator is responsible for ensuring that the academic integrity of the examination is maintained in the examination environment for the benefit of the institution and students. The maintenance of academic integrity will be accomplished through methods that may vary by faculty, instructor and discipline.
 - Students are subject to supervision at all times while in the examination environment during the entire timeframe of the examination.
 - The examination environment includes the room in which the examination is being written as well as the hallways and washrooms adjacent to the examination room.

IDENTIFICATION, ENTERING AND EXITING THE EXAMINATION

- Students must bring their UVic OneCard to their examination.
- Students may not enter the examination room until invited to do so by the invigilator in charge.
- Students may not enter the examination room after the expiration of the first half hour, nor leave during the first half hour of an examination.
- Students may not leave the examination room without first delivering their examination booklets to the invigilator.
- Students are expected to limit the number of washroom breaks they take during an examination due to the disruption breaks cause to other students writing the examination and due to the increased opportunity for a violation of the Policy on Academic Integrity that can occur during a break. Students should be aware that washroom breaks may be limited to one student at a time, students may be escorted to and from the washroom by an invigilator.
- The invigilator may require students to remain quietly in their seats for the last 15 minutes of the examination.
- Students leaving or entering examination rooms should do so quietly to avoid disturbing others and are asked not to gather in adjacent corridors in consideration of students who are still writing.
- Students must leave the examination environment upon completion of the examination.

PERMITTED / RESTRICTED MATERIALS

- Students should not bring valuables (e.g. laptops, tablets) to the examination environment as the university is not responsible for theft of personal items. Cell phones must be turned off and left with students' personal belongings at the location instructed.
- Students may not have any materials nor equipment (e.g. calculator, translator) that are not provided by the invigilator or authorized, in advance, by the instructor in charge of the course or have any mobile electronic devices (e.g. cell phones, wearable technology) in their possession. All materials or equipment are subject to inspection.
- Students may bring food and drink to consume during the examination provided they are in a container that has had all labels removed prior to entering the examination environment.
- The invigilator may inspect containers.

COMMUNICATION DURING THE EXAMINATION

- Students may not communicate in any way with each other.
- Students who wish to speak to the invigilator should raise their hand.
- Students should report possible instances of cheating to the invigilator.
- Students should report distractions, such as repetitive or excessive noise, to the invigilator without delay.
- Students may request a washroom break or report illness.
- If there are other complaints with the examination, the student should communicate their concern to the academic unit within 24 hours of the conclusion of the examination.
- In cases of extreme misconduct, such as disruptive behaviour, the invigilator is empowered to expel students from the examination room. Under such circumstances, an investigation surrounding the misconduct will be initiated and a penalty imposed, where appropriate, that may include the student's requirement to withdraw from the university.

ILLNESS OR FAMILY AFFLICTION

- Students who fall ill during an examination should report at once to the invigilator.
- Students who fall ill or suffer an accident or family affliction before an examination should report the circumstances immediately to the Office of the Registrar and submit a Request for Academic Concession form.

NOTE: A student who completes all course requirements, including writing the Final Examination, is not eligible for an academic concession. Exceptions may only be considered by the Dean (or designate) of the student's faculty if there is supporting documentation that the student was not medically or otherwise fit to make a decision on whether or not to write the examination. A request for academic concession must be submitted to the Office of the Registrar as soon as possible after the examination and before the results of the examination are known. If a student begins or writes an examination while ill and reports this to the invigilator or academic unit during or immediately following the examination, the student may be eligible for consideration of a deferral in the course.