

## FACULTY OF MANAGEMENT EXAM RULES

### To be read aloud by the invigilator prior to the student(s) starting to write the exam

The following rules are designed to ensure all students receive a fair and equitable testing experience.

- 1) There is to be no communication between students once the exam starts. This is disruptive to other students and could constitute cheating. If you require any assistance (e.g. pencil breaks, need for an eraser, exam pages missing, etc.) raise your hand to notify the invigilator.
- 2) You are not allowed to access any electronic devices during the exam, except calculators if they are permitted.
- 3) Sharing answers or copying the work of others is not allowed during exams.
- 4) When the invigilator announces the exam is finished, immediately stop writing, put your pens/pencils down, and put ALL exam materials back in your exam envelope (do not seal your envelope). If you have neglected to write your name on the cover page of your exam paper or booklets this must be done at sign-out with the invigilator.
- 5) Any issues with your exam location and/or the manner in which your exam was conducted must be reported to the RRU Exam Coordinators within 48 hours. All complaints will be investigated.

Failure to adhere to any of the Faculty of Management Exam Rules will be reported to the Royal Roads University Exam Coordinators and will be escalated to the School Director for review. Further action may be taken in accordance with RRU's Academic Integrity and Misconduct Policy.