



EXAM INSTRUCTIONS FOR STUDENTS

It is the student's responsibility to familiarize themselves with the following exam instructions.

- ✓ Please read all the instructions on this sheet and on the front of the exam carefully before you begin.
- ✓ Please ensure that your exam contains the correct number of pages as specified on the front page of the exam, and that you also have any accompanying cases, articles, or formula sheets.
- ✓ Before starting the exam, please print your full name on the front page of the exam.
- ✓ If you have arrived late you will not be given extra time to complete the exam. If you complete the exam before the allotted time you are permitted to leave the room but must do so quietly.
- ✓ Electronic devices are not permitted in your exam writing area. This includes:
 - Cellphones (must be turned OFF)
 - Laptops/tablets
 - Ipods/MP3 players
 - Smart watches
 - Electronic textbooks or course materials
- ✓ If Calculators are allowed: You are allowed a standard calculator. The following are not allowed: graphing, programmable, big screen calculators, and calculators that produce paper output.
- ✓ Once the exam has begun, only washroom breaks are permitted. If you do take a washroom break, you will not be given additional writing time to make-up for your break.
- ✓ When time has expired, place all the exam materials you were given back inside the envelope (do not seal) and return to the invigilator. The invigilator will then check off every item on the roster. **You may not take any exam materials out of the exam room.**

FACULTY OF MANAGEMENT EXAM RULES

To be read aloud by the invigilator prior to the students 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.