



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

- 1) Read all the instructions on this sheet and on the front of the exam carefully before you begin.
- 2) If you arrive 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.
- 3) Before starting the exam, ensure that your full name is on the front page of the exam and on the exam roster.
- 4) 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.
- 5) You may use a paper English and/or English-translation dictionary (not an electronic dictionary). Your dictionary will be inspected by the invigilator prior to the start of the exam.
- 6) The invigilator cannot discuss or comment on exam questions. If you have difficulty understanding an exam question, please make a note in your answer and your instructor will review this upon marking.
- 7) 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 text books or course materials
- 8) If Calculators are allowed: You are bound by the Faculty of Management calculator policy. The following are not allowed: graphing, programmable, big screen calculators, and calculators that produce paper output. Prior to the examination, calculators will be inspected and the make and model recorded on the roster.
- 9) Once the exam has begun, only washroom breaks are permitted. The time and duration of your washroom breaks will be recorded and reported to RRU on the roster. If you do take a washroom break, you will not be given additional writing time to make-up for your break.
- 10) Your RRU exam confirmation will tell you how long you have to complete the exam from the time you are given permission to start. A verbal warning 15 minutes before the end of the exam will be given by the invigilator.
- 11) When time is called, 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.**

**Definitions of OPEN and CLOSED book (and variations) for RRU examinations**

1. **CLOSED Book** = No materials are allowed in the exam space that are not provided in the exam package.
2. **Restricted OPEN Book** = In addition to the exam package, only specified books/or hand-outs are allowed. Handwritten notes are allowed in the text book, but any other loose notes/papers are not allowed.
3. **OPEN Book** = In addition to the exam package, any versions of the course text book/s are allowed. Handwritten notes are allowed in the text book, but any other loose notes/papers are not allowed.
4. **OPEN Book and OPEN Notes** = In addition to the exam package, any versions of the course text book/s are allowed along with any other paper documents, books or notes (electronic notes are not allowed).