

### **CONDUCT DURING EXAMINATIONS** (Approved by Senate on December 5, 2006)

- (i) Candidates must have their University of Windsor Student ID card available for identification purposes. If no University of Windsor student ID card is presented then the student will not be permitted to enter the examination room. Government issued picture ID is acceptable at off-campus Distance Education sites only since those students do not have an opportunity to obtain a University of Windsor ID card.
- (ii) To prevent dialogue between candidates entering and leaving an examination, no candidate may leave the examination or test in the first ½ hour. No candidate may enter after the first ½ hour. The Presiding Examiner will keep a record of all those writing the examination as well as record the names, student ID numbers, date and time of candidates who arrived late and were refused entrance.
- (iii) All candidates must follow the instructions of the Presiding Examiner with respect to conduct (e.g., seating arrangements) during examinations.
- (iv) All answers and writings must be recorded in the examination booklets provided, unless otherwise instructed. If examination or test instructions indicate answers should be written on the examination or test paper, candidates are not to remove any staples from the examination or test paper.
- (v) Unless explicitly allowed, a candidate must not give assistance to, or receive assistance from, or communicate in any manner with any person other than the Presiding Examiner or Invigilators (all communications must be in the language of instruction), or copy, or have at the examination unauthorized aids of any kind. A candidate who is involved in such activity may be subject to the disciplinary procedures of the University according to Senate Bylaw 31.
- (vi) Eating, and smoking are not permitted in the examination rooms. Water and soft drinks are allowed but other drinks are not permitted unless pre-approved by the Presiding Examiner. Briefcases, knapsacks, pencil cases, electronic devices and other articles are not permitted at a candidate's desk unless pre-approved by the Presiding Examiner. All such materials should be left at only one end of the examination room while the examination is taking place. The University is not responsible for stolen or lost items.
- (vii) Use of all communication devices (e.g. cell phones, pagers, etc.) and electronic devices with memory capabilities is strictly prohibited during the examination. They must be turned off, put away, and not used for the duration of the exam.
- (viii) If it is necessary for a candidate to leave the room due to illness, to use the washroom, or for pre-approved prayer time, he/she should raise his/her hand for the attention of the Presiding Examiner or Invigilator. No candidate may leave the room unless accompanied by an Invigilator.
- (ix) If they so choose, candidates may write a note to the Presiding Examiner or Invigilator during the examination or test to report a possible cheating situation. The Presiding Examiner or Invigilator will further monitor the situation.

### **ENDING THE EXAMINATION** (Approved by Senate on December 5, 2006)

- (i) At 15 minutes and 5 minutes before closing time, the Presiding Examiner will announce the number of minutes remaining in the examination for writing.
  - (ii) After the 5-minute announcement, all candidates still in their seats must remain quietly seated, even if they have finished writing, until all answer books and special materials have been collected, and the Presiding Examiner announces that they may leave the room.
  - (iii) When the end of the examination is announced, all candidates shall cease writing immediately. Answer book(s), whether used or not, and special material which may have been provided, will be assembled and handed to the Presiding Examiner or Invigilators who will collect all materials from the seated candidates.
  - (iv) Before any candidate is released to leave the room s/he must first indicate on the examination booklet(s) the number of completed examination booklets being submitted and hand-in all answer booklets to the Presiding Examiner or Invigilator, whether used or not, together with any special materials provided. The Presiding Examiner may require that candidates sign an examination roster before they leave the examination room.
  - (v) Any candidate who continues to write any examination after the examination period has expired may be subject to a downward adjustment of the grade on that examination to compensate for the unfair advantage the candidate has gained over other candidates who observed the time limit strictly.
  - (vi) The examination question paper belongs to the candidate unless otherwise stated.
  - (vii) When all materials have been collected, the Presiding Examiner will announce that candidates may leave the room.
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### **EXAM CONFLICTS DUE TO OBSERVANCE OF RELIGIOUS HOLY DAYS.**

Students who are unable to write a final examination(s) during the regularly scheduled time slot because of a conflict with religious conviction must apply for the alternative examination(s) in the course(s) involved by the end of the normal add/drop period for the particular session. The Registrar's Office will schedule the alternative examination(s) for those students in another slot(s) within the regular examination period. Please download the appropriate form from <http://www.uwindsor.ca/registrar> and submit to the Office of the Registrar.

### **WRITING THREE OR MORE EXAMS ON THE SAME DAY**

A student scheduled to write three invigilated final examinations in one calendar day may apply to have one examination rescheduled on an alternate examination day. The determination of which examination shall be rescheduled and the date of the alternate examination (may be the last possible day of the examination period) shall be made by the Vice-Provost, Students and Registrar. Please download the appropriate form from <http://www.uwindsor.ca/registrar> and submit to the Office of the Registrar.

**Note:** These applications must be submitted by the end of the fourth week of classes (second week of classes for 6 week courses).

## 2012 Fall Exam Slots

April 16, 2012

<u>Slot</u>	<u>Day of Week</u>	<u>Date</u>	<u>Start Time</u>
1	Thursday	December 6	08:30AM
2	Thursday	December 6	12:00PM
3	Thursday	December 6	03:30PM
4	Thursday	December 6	07:00PM
5	Friday	December 7	08:30AM
6	Friday	December 7	12:00PM
7	Friday	December 7	03:30PM
8	Friday	December 7	07:00PM
9	Saturday	December 8	08:30AM
10	Saturday	December 8	12:00PM
11	Saturday	December 8	03:30PM
12	Saturday	December 8	07:00PM
13	Monday	December 10	08:30AM
14	Monday	December 10	12:00PM
15	Monday	December 10	03:30PM
16	Monday	December 10	07:00PM
17	Tuesday	December 11	08:30AM
18	Tuesday	December 11	12:00PM
19	Tuesday	December 11	03:30PM
20	Tuesday	December 11	07:00PM
21	Wednesday	December 12	08:30AM
22	Wednesday	December 12	12:00PM
23	Wednesday	December 12	03:30PM
24	Wednesday	December 12	07:00PM
25	Thursday	December 13	08:30AM
26	Thursday	December 13	12:00PM
27	Thursday	December 13	03:30PM
28	Thursday	December 13	07:00PM
29	Friday	December 14	08:30AM
30	Friday	December 14	12:00PM
31	Friday	December 14	03:30PM
32	Friday	December 14	07:00PM
33	Saturday	December 15	08:30AM
34	Saturday	December 15	12:00PM
35	Saturday	December 15	03:30PM
36	Saturday	December 15	07:00PM
37	Monday	December 17	08:30AM
38	Monday	December 17	12:00PM
39	Monday	December 17	03:30PM
40	Monday	December 17	07:00PM

A course with slot 0 means no exam has been scheduled by the Registrar's Office. Check with your instructor.

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