

## POLICY AND PROCEDURES

### Appendix A

#### EXAM REGULATIONS MIDTERM AND FINAL EXAMINATIONS

##### Identification

1. Instructors will request to see student photo identification (ID) prior to releasing midterm and final exams. Acceptable ID is:
  - a. British Columbia Photo ID, such as a Driver's Licence, or
  - b. Government Photo ID, such as a PassportStudents who fail to present one of the above documents will be required to go to the office for a verification of their ID. The verification process includes, but is not limited to:
  - a. Payment of a \$50 Verification of Identification Fee, and
  - b. A brief interview
2. The College will make every effort to ensure that students requesting ID verification are processed in a timely manner.

##### Lateness

3. Students who arrive later than 30 minutes after the exam has started will not be allowed in the exam room.
4. Students who arrive late will not be given extra time to complete the exam.
5. Students who arrive late for an exam will not be permitted to take the exam if any other student has already left the room.

##### Behaviour

6. The exam space should remain quiet with minimal interruptions. Students with questions should raise their hand and wait for the invigilator to come to them.
7. Students must turn off or silence cell phones and other wireless communication devices.
8. Personal items, including bags, purses, watches and other electronic devices, that are not being used for the exam cannot be accessed during an exam. The student remains responsible for all personal items brought to an exam.
9. Students may have on their desks: exam materials, writing utensils, a clear plastic water bottle, and aids expressly authorised by their instructor.
10. No food is permitted during the exam, unless approved as an accommodation under policy 2.2.4 Student Accommodations. Students must provide written notice regarding this accommodation to the instructor at least two weeks before the exam.
11. Students are not permitted to capture the image of exam materials in the exam room or in an online environment.

##### Leaving the Exam Room

12. Students who wish to leave the room and return, for example, bathroom break, must be accompanied by an invigilator or other staff member.
13. Students may leave the exam room once they have turned in their completed exam.

##### Online Courses

14. Midterm and final examinations must be paper based and written in person at Coquitlam College.

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15. No personal electronic devices will be opened in examinations.
16. All exams will be invigilated by the course instructor or previously approved delegate at Coquitlam College.

### **In Person Course Examinations**

17. All exams will be held in person with the course instructor in attendance. The only exception would be in the case of an emergency. In the emergency scenario, the invigilator must be conversant in the field of study encompassed by the exam. Permission for the exception must be approved by the President or delegate.
18. No personal electronic devices will be allowed in paper-based examinations.
19. This policy will remain in effect until such time that the College has the technological capacity to have all students able to write exams on school computers.

Effective: Fall 2023

Revised: November 23, 2023