

EXAMINATION COVER PAGE
Instructions & Rules

A. Student Information

Student Name: _____

Student #: _____

B. Exam Information

Course Name: _____

Course Code: _____

Instructor: _____

Invigilator (if applicable): _____

Date: _____

Total Marks: _____

Total Pages (+ cover): _____

Permitted materials (list):

C. Exam Instructions

1. Do not open the exam until you are instructed to begin.
2. Read all instructions and questions carefully. If something is unclear, raise your hand for the invigilator. Do not discuss with other students.
3. Write clearly in the format requested. Label any additional sheets with your name and student number.

D. Exam Rules

4. Only permitted materials are allowed on desks. All other items (phones, smart devices, notes, bags, outerwear) must be stored as directed for the entire exam.
5. Hats, caps, and hoods may not be worn during the exam. Religious, cultural, or medical head coverings are permitted.
6. Valid photo identification must be presented when requested (Student ID, government-issued ID).
7. Remain quiet and follow invigilator instructions. Disruptive behaviour may result in removal.
8. No student may leave the room in the first 30 minutes of the exam.
9. If you finish early, hand in your exam, and exit quietly without disturbing others.
10. Washroom breaks are allowed only after 30 minutes. Raise your hand to request permission and wait for an escort before leaving your seat.
11. Exam content must not be recorded, copied, photographed, removed, or circulated in any form.

E. Academic Integrity and Policies

All students must comply with the College's Student Academic Responsibility Policy (2.2.1) and Examinations Policy (2.3.1). Violations (e.g. unauthorized aids, copying, sharing content) will result in a grade of zero at minimum and may lead to further penalties, including failure of the course, suspension, or dismissal.

F. Student Declaration

By signing below, I confirm that I have read and understood the above instructions and rules and agree to comply with them.

Student Signature