

- Your instructor will let you know prior to the exam what resources and/or materials are allowed during your exam.
- Bring your College of New Caledonia Student ID card or a piece of Government-issued photo identification and place it in a visible location on your table during the writing of all final exams.
- Arrive 10 to 15 minutes prior to the start of your exam.
- This is a silent exam – no talking, noises, or signals to other students.
- Turn off cell phones and leave them in the designated area with backpacks, books, notes, coats, gloves and other belongings.
- No earphones, headphones, smartwatches, cellphones, translation devices, music players, or other mobile electronic devices are permitted in the exam space, unless approved for accommodation purposes.
- Approved calculators are permitted only for exams that allow calculators.
- Raise your hand if you need help or additional supplies.
- If you cheat during an exam, your exam will be taken away and an *Academic Conduct Report and Decision Form* will be completed by the invigilator and submitted to the appropriate instructor and Educational Administrator.
- When an exam is in a gym, find your instructor and go to the appropriate exam and row.
- There is no exit from the room within the first 30 minutes of the start of the exam period.
- There is no entrance to the exam after the first 30 minutes of the start of the exam period.
- Washroom entrances will be monitored. Only one student may use the washroom at a time.
- Remove all your belongings including any garbage from the table after you complete your exam.
- When exiting the exam space, do so quietly to avoid disturbing the students who are still writing exams.
- Completed exams must be given to the invigilator.
- Remember to take your picture ID with you when you leave the exam.