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# Student Exam Procedures



TRU, Open Learning  
BCCOL 4th Floor  
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Kamloops, BC V2C 0C8  
truopen.ca

## INSTRUCTIONS:



Thompson Rivers University, Open Learning (TRU-OL) is committed to maintaining a high standard of academic integrity during examinations. Students are expected to comply with the following procedures during an examination.

Any irregularities that occur during the examination will be reported to TRU-OL, which reserves the right to reject your examination if there are any irregularities.

If you have questions contact the TRU-OL exams department at:

**Email:** [exams@tru.ca](mailto:exams@tru.ca)

**Phone:** 1.800.663.9711 ext. 3 (toll-free within Canada)  
1.250.852.6879 (outside of Canada)

## Exam Procedures (please read carefully):

- Arrive approximately 20 minutes before the exam session.
- Make sure to take a washroom break before the exam starts. All washroom visits during the exam will be reported to TRU-OL.
- Exams are closed book and three hours in duration, unless specified otherwise in the exam information document.
- You must present valid government issued photo ID with your name and signature or you may not be admitted to the exam. If presenting a driver's license as your ID it must be from the province in which you are taking your exam.
- Rulers, pens, erasers, pencils and pencil sharpeners are permitted. You are not permitted to borrow from others during the exam.
- All personal belongings must be placed in a location designated by the invigilator. TRU does not take responsibility for loss of belongings.
- Electronic devices are NOT allowed unless required or specified in the General Information section of the exam information document. This includes, but is not limited to: calculators, cell phones, iPods, iPads, Blackberry Smart Phones, computers, programmable watches, etc. All electronic devices and unnecessary materials, such as notepaper or scratchpads, not required for your exam should be left elsewhere as TRU cannot guarantee their security.
- White out (correction fluid or correction tape) is NOT allowed.
- Smoking, food or drink is NOT allowed, except for clear, unlabeled water bottles (except with medical certificate).
- No disruptive noises and no talking. Students may talk quietly to the invigilator if necessary.
- Exam locations are scent sensitive, so do not wear any perfumes, colognes etc. that have strong scents
- You must sign the attendance register upon receipt of your exam and again upon completion.
- Do not open the examination envelope until instructed to do so. Failure to comply will result in an automatic ZERO.

- All examination papers, answer booklets, supplied materials (used or unused) **MUST** be handed in to the invigilator upon completion. Failure to return any booklets or exam materials (used or unused) to the invigilator will result in an exam grade of ZERO.
- If there is a problem with the exam:
  - ◆ Note the problem on the exam booklet.
  - ◆ Explain the problem to the invigilator at the end of the exam.
- If you arrive late:
  - ◆ Within the first half hour of the exam you will be permitted to write the exam but no extra time will be given.
  - ◆ After the first half hour you may be permitted to write the exam at the discretion of the invigilator. No extra time will be allowed. The reason for tardiness will be noted.
- If you become ill during your exam:
  - ◆ Notify the invigilator.
  - ◆ Hand in all exam materials immediately.
  - ◆ Obtain medical documentation of illness and contact the TRU-OL Exams department within seven days to discuss your options for a rewrite.
- If you are unable to attend the exam:
  - ◆ Contact the TRU-OL Exams department to determine your options.
- Fire alarm/other emergencies during the exam:
  - ◆ Follow the directions from the invigilator.
  - ◆ Do not talk with other students or you will be dismissed and receive a ZERO.

## Academic Misconduct

Academic Misconduct includes, but is not limited to:

- Cheating, which consists of, but is not limited to:
  - ◆ Obtaining information by fraud or deceit.
  - ◆ Exchanging information with another student.
  - ◆ Using unauthorized materials during an examination.
  - ◆ Representing or impersonating another in the taking of an examination.
  - ◆ Other similar activities.
- Plagiarism, which consists of, but is not limited to:
  - ◆ Presenting someone else's exact words (e.g. direct quotations) or ideas as though they are your own.
  - ◆ Paraphrasing without acknowledging the source.
  - ◆ Failing to reference the source of facts, which are not accepted as general knowledge.

Penalty for Academic Misconduct:

- Students found committing Academic Misconduct will not be permitted to finish their exam and will be instructed to leave the exam building immediately. Such students will receive a ZERO on the exam and therefore a failing grade for the course.
- Students committing Academic Misconduct will be reported to the Academic Integrity Committee of Thompson Rivers University, where other penalties may be assigned including, but not limited to, suspension or expulsion.

# EXAM INFORMATION

INSTRUCTIONS: Unless otherwise specified, exam details are as follows:



- 3 hours in duration
- Closed book
- Do not allow extra materials
- Handwritten

If your exam is listed below, it is for one, or both, of the listed reasons:

1. The exam duration is not 3 hours.
2. Extra materials, other than pen/pencils, are permitted.

Course	Special Materials Permitted	Exam Time
ACCT 1211, 1221, 2211	Non-programmable calculator	3 hours
ACCT 2251, 3201, 3211	Non-programmable calculator	3 hours
ACCT 3221, 3231, 3251	Non-programmable calculator	3 hours
ACCT 4201, 4231, 4251	Non-programmable calculator	3 hours
ANES 0011	Non-programmable calculator	2 hours
BBUS 3331	Non-programmable calculator	3 hours
BIOL 2341	Non-programmable calculator Note: No textbook permitted. This directive overrides the information in your course package.	3 hours
BIOL 2131	Non-programmable calculator	3 hours
BIOL 3131, 3231	Calculator	3 hours
BLAW 2911	Learning Journal	3 hours
CHEM 0501	Non-programmable calculator	3 hours
CHEM 1503	Non-programmable scientific calculator, molecular model kit and/or pre-made models, without instruction booklet	3 hours
CHEM 1505, 1525	Non-programmable calculator, ruler	1.5 hours
CHEM 1523	Non-programmable scientific calculator	3 hours
CHEM 2123, 2223	Non-programmable calculator, molecular model kit and/or pre-made models, without instruction booklet	3 hours
CMNS 1291	Open book, textbooks, notes and any materials typed or written are permitted in hardcopy form (No electronic devices/digital books permitted)	3 hours
COMP 1131, 1231, 2231	Two sheets of notes (8.5" x 11") which must be turned in with the exam at the end of the exam.	3 hours
COMP 3051	Open book exam, (no electronic resources), calculator	3 hours
COMP 3411, 3521	Two sheets of notes (8.5" x 11") which must be turned in with the exam at the end of the exam, calculator	3 hours
CRIM 2261	Open book, textbooks, notes and any materials typed or written are permitted in hardcopy form (No electronic devices/digital books permitted)	2 hours
ECON 1901, 1951, 3041	Non-programmable calculator	3 hours
ECON 2331*, 3041	Non-programmable calculator <b>*2331 check calculator</b>	3 hours
ENGL 0401	English dictionary	3 hours

ENGL 0601	Textbooks including Medicine River, Inside Poetry and Inside Stories III	3 hours
ENGL 0661	Textbook by Hacker & ENGL 036 Study Guide (Units 1 – 6) & Reference Card set only (No other references, resources or notes)	3 hours
ENGL 4231	Cambridge Text & Paper Dictionary	3 hours
FNCE 2121	Calculator, textbook formula card or printed formula page, with personal annotations allowed on it.	3 hours
FNCE 3151, 3171	Non-programmable calculator	3 hours
GEOL 1011	Calculator	3 hours
GEOL 1111 Theory	Part 1 Closed book, calculator permitted	3 hours
GEOL 1111 Lab	Part 2 Closed book, calculator permitted You must also bring: Rock and mineral sample kit <u>without</u> the sheet that has sample numbers and names, magnifying glass, acid bottle, streak plate, glass plate, knife or pin, and magnet.	2 hours
GEOL 3191	Keremeos 82 E/4 1:50,000 Scale National Topographic Survey Map Pens, pencils, colour pencils Regular or scientific calculator	3 hours
HLTH 1141	Non-programmable calculator	2 hours
HLTH 1351, 1981, 2511, 3611		2 hours
HLTH 2573	Non-programmable calculator	3 hours
MATH 0101, 0401	Calculator, compass, protractor, ruler	3 hours
MATH 0523, 0633, 1001	Scientific calculator	3 hours
MATH 1157, 1171	Non-programmable scientific calculator	3 hours
MATH 1071, 1091	Non-programmable calculator	3 hours
MATH 1141, 1241	Non-programmable, non-graphing calculator	3 hours
MATH 1101, 2111	Scientific or graphing calculator	3 hours
MATH 1651, 1701, 2121	Non-programmable calculator	3 hours
MDLB 1221, 1321, 1611		2 hours
MDLB 1521	Non-programmable calculator	2 hours
MIST 2611	Open book, calculator	2 hours
MKTG 4411, 4431, 4451	Non-programmable calculator	3 hours
MNGT 4781	Calculator	3 hours
OCHS 3511	Calculator	3 hours
PHYS 0501, 0601	Calculator, metric ruler, protractor	3 hours
PHYS 1103, 1203	Non-programmable scientific calculator	3 hours
PSYC 2101, 2111	Calculator with square root function	3 hours
RESP 1781, 2161	Non-programmable calculator	2 hours
STAT 1201	Programmable or non-programmable calculator	3 hours
All WTP Exams	Non-programmable calculator	Various