

Student Exam Procedures

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

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.
- Rulers, pens, erasers, pencils and pencil sharpeners are permitted for paper exams. 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, iPads, computers, programmable watches, etc. All electronic devices and unnecessary materials, such as notepaper or scratchpads, not required for your exam should be left elsewhere. 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 until you are instructed to do so. Failure to comply will result in an automatic ZERO. Once the exam has started, you must complete it.
- 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.
 - ◆ Explain the problem to the invigilator at the end of the exam.
- If you arrive late:
 - ◆ You may be permitted to write the exam at the discretion of the invigilator.
 - ◆ If the invigilator cannot accommodate your exam session extending past the scheduled end time due to your late arrival, **no extra time will be provided.**
 - ◆ The reason for tardiness will be noted.
- If you become ill during your exam:
 - ◆ Notify the invigilator immediately.
 - ◆ Hand in all exam materials.
 - ◆ Obtain medical documentation of your illness and contact the TRU-OL Exams department within seven days to discuss your options for a rewrite.
 - ◆ If medical documentation is not provided, a rewrite will not be granted.
- If you are unable to attend the exam:
 - ◆ Contact your testing centre and 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

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 2131	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 3131, 3231	Calculator	3 hours
BLAW 2911	Printed 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	Calculator	1 hour 30 min
CHEM 1523	Non-programmable scientific calculator	3 hours
CHEM 2123	Non-programmable calculator, molecular model kit and/or pre-made models, without instruction booklet	3 hours
CHEM 2223	Non-programmable calculator, molecular model kit and/or pre-made models, without instruction booklet	3 hours
COMP 1131, 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 2131, 3271	Calculator	3 hours
COMP 2211 SW2	Calculator	3 hours
COMP 2681		2 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
COMP 4931		2 hours 30 min

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	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, Financial Calculator Recommended	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, rock lab kit permitted and mineral identification key	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, 4021		2 hours
HLTH 2573	Non-programmable calculator	3 hours
MATH 0101, 0401	Calculator, compass, protractor, ruler	3 hours
MATH 0523, 0633, 1001	Scientific or non-programmable calculator	3 hours
MATH 1071, 1091	Non-programmable calculator	3 hours
MATH 1141, 1241_SW2.1	Non-programmable calculator	3 hours
MATH 1101, 2111	Scientific or graphing calculator	3 hours
MATH 1157	Non-programmable scientific calculator	3 hours
MATH 1171_SW2.1	Non-programmable scientific calculator	3 hours
MATH 1171_SW3	One page (double-sided, 8.5x11) of handwritten notes	3 hours
MATH 1651, 2121	Non-programmable calculator	3 hours
MDLB 1221, 1321, 1611		2 hours
MDLB 1521	Non-programmable calculator	2 hours
MIST 2611	Open Book or Closed Book, dependent on version of	3 hours
MKTG 4411, 4431, 4451	Non-programmable calculator	3 hours
MNGT 1211 SW5	Any handwritten or printed notes (ex. Course journal)	3 hours
MNGT 1711	Calculator, Open or Closed Book dependent on version	3 hours
MNGT 4781	Calculator	3 hours

NURS 3201	Open Book, Non-programmable calculator	2 hours 30 min
NURS 3641		1 hour 30 min
OCHS 3511	Calculator	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
SOCW 2121		2 hours
STAT 1201	Programmable or non-programmable calculator	3 hours
All WTP Exams	Non-programmable calculator	Various