

CAMPUS MANITOBA STUDENT EXAM/TEST EXPECTATIONS

- Students are expected to be available for the duration of the exam period for each university in which they are enrolled in courses. The 2009-2010 exam periods are as follows:

University	December Exam Period	April Exam Period
Brandon University	December 12-22, 2009	April 15-27, 2010
University College of the North	December 14-18, 2009	April 26-30, 2010
University of Manitoba	December 10-23, 2009	April 12-28, 2010
University of Winnipeg	December 7-18, 2009	April 12-23, 2010

- Students are expected to be available for the scheduled exams specific to each college course in which they are enrolled. The distance education course material will indicate the date of the scheduled college exam.

- A copy of the exam schedule for university courses offered through Campus Manitoba is posted on the Campus Manitoba website www.campusmanitoba.com approximately six weeks after the start of classes for each term. ***It is the students' responsibility to obtain exam schedule information either from their CMB Centre coordinators or from the Campus Manitoba website.***

- Students will write their exams at their Campus Manitoba centre unless arrangements have been made well in advance of the exam date to write at an alternate location. If the exam is being supervised for a Campus Manitoba partner institution for a non-scheduled Campus Manitoba examination, or for an external institution, students are to contact the centre coordinator to schedule the examination at a mutually convenient time.

- If a student requires disability accommodation, such accommodation must be documented by the student's home institution well in advance of the exam period and made available to the centre coordinator.

- Students are expected to arrive at the exam centre on time, but not more than 30 minutes after the exam time, or the invigilator will not allow the student to write the

exam. If a student arrives within the allowed 30 minutes, he/she will be allowed to write the exam, but no additional time will be allowed.

- No children, pets or friends will be allowed in the centre.
- Students are expected to arrive prepared to write the exam(s) with any necessary student numbers, calculators (if allowed), pens, pencils, dictionaries (if allowed) and textbooks (for open book exams). No additional materials will be permitted. Students may be required to produce photo ID to confirm identity.
- Any briefcases, laptops, backpacks, purses, coats must be located away from the writing area, but can be in visual sight of the student.
- No phones, pagers, Personal Digital Assistants, headphones, ear phones or any electronic devices are allowed in the exam area.
- If a washroom break is allowed, the exam remains with the invigilator.
- If difficulty is encountered with a question or if there appears to be an error in a question, students should note the difficulty beside the question and answer the question as best as possible. If the instructor has provided a contact number, students may request the invigilator to contact the instructor, with the student communicating with the instructor in the invigilator's presence. The invigilator will not interpret questions for students.
- Students must spend a minimum of 30 minutes writing the exam.
- If there is a technology problem with an online exam, ask the invigilator for assistance to save any work, restart the test and contact a help desk if available.

- If there is a cover sheet attached to the exam, students are required to sign the sheet noting that they adhered to policy.

- Once the exam has been written and/or the time limit has expired for writing the exam, the exam and all accompanying booklets must be returned to the invigilator for forwarding to the instructor.