

# EXAM GUIDE



Bring your Student ID Card! **Lost/Damaged Card?**



Turn your phone off/on silent & put it at the front/back of the room - you cannot have your phone on you!



No coats/hats can be worn during the exam (religious/traditional wear is acceptable)



Bags/purses/cases must be left at the front/back of the room!



No food or drink allowed - clear, unlabelled water bottles only

## helpful tips

- ✓ Bring an extra pen/pencil!
- ✓ A highlighter may be helpful to highlight the key points of a question
- ✓ Make sure to attend class to find out if you are allowed a “cheat sheet” or calculator for your exam
- ✓ Pack your supplies in a clear Ziploc baggie
- ✓ Check out **Past Exams** on myCourseLink
- ✓ Consider using the Student Success Centre’s **Five Day Study Plan**
- ✓ Make sure you have a good **Study Place**
- ✓ Visit **Exam Central** – your one-stop-shop for all things exams!
- ✓ Use **Safe Walk** to get home safely after studying
- ✓ Make sure to take care of yourself – utilize **on-campus** and **community** resources!

You can arrive to an exam up to 1hr late (no extra time will be given)

You cannot leave the exam room during the first hour or last 15 minutes

If an exam is cancelled - it will be rescheduled for the same **time** and **location** on December 16th

VISIT THE **ACADEMIC CALENDAR** FOR MORE INFORMATION ON EXAM REGULATIONS



- Students registered with Student Accessibility Services for exam accommodations may be required to write their exams outside of the regular exam timetable to meet accommodation needs - you will be notified via you Lakehead email - Please be sure to set up Exam Accommodations (if required) with **Student Accessibility Services** directly

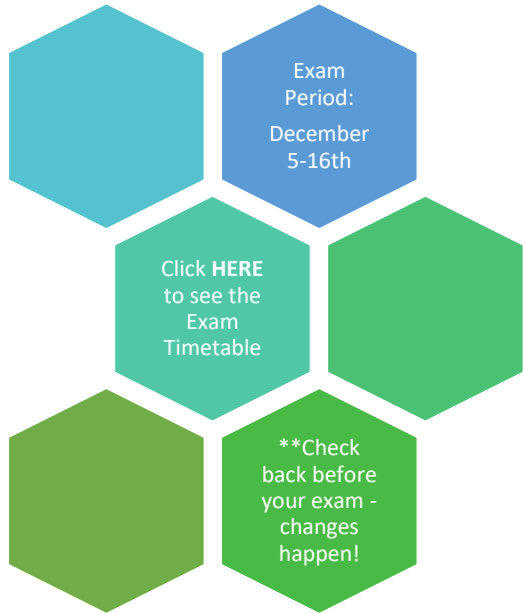


- If you are unable to write an exam for Creed-based or Religious holidays, leaves, or ritual observations you must submit a **Creed and Religious Accommodation Agreement (Final Exams)** to Student Central, no later than November 15th



- Missed exams due to illness or other extenuating circumstances require a **Certificate of Illness or Incapacitation** (or other supporting documentation, as applicable) - you must see a medical professional within 1 working day of the missed exam & submit appropriate documentation to Student Central withing 3 working days of your missed exam

You should not have any tests (other than laboratory/drafting) scheduled in the last 5 days of class without prior approval of the Faculty Dean (Academic Policy: **Tests or Assignments in the Last Week of Classes**)



You should not have any tests, exams, or assignments during the study period (December 3<sup>rd</sup>/4<sup>th</sup>) (Academic Policy: **Tests or Assignments in the Last Week of Classes**)