

# On Examination Day

1. Students have to follow the instructions of the proctors at any time, from the start of the CHECK IN until the end of the examination, whether inside or outside an examination venue.
2. Items to be brought inside the examination venue:
  - Laptop and accessories as specified by OIA, with the examination software and files downloaded prior
  - SGU Student ID
3. Items that have been approved in advance by the Student Accessibility and Accommodation Services within the Dean of Students office, following the deadlines for pre-approval requests.
4. No other personal belongings will be permitted.
5. There are a number of items that are not allowed inside an examination venue, including:
  - Backpacks
  - Cell phones
  - Other electronic or communication devices
  - Wrist watches
  - Hoodies
  - Headwear
  - Scrap paper
  - Pens, pencils, or stylus
  - Food or beverages
  - Water bottles
6. Students who wish to access their water bottles during breaks have to leave their completely clear (see through) bottles of plain water at the designated spots outside the examination venue; water bottles left inside backpacks will not be accessible during the examination.
7. Hair long enough to cover the eyes and ears must be pulled back. Hats or other headwear are prohibited.
8. Reading glasses with clear lenses are acceptable, but tinted glasses or sunglasses are prohibited.
9. Cordless earplugs without electronic capabilities are permitted, after inspection and approval by a proctor.
10. Whiteboards and marker pens will be provided for use during, but not prior to, the examination.
11. Professional conduct requires students to be at the venue and ready to enter at the announced start of the CHECK IN time, and prior to the grace period (see below).
12. For entry into the exam venue, students have to swipe their individual student ID at the ID scanner located at the entrance for every entry; they will have to swipe again when leaving the venue.
13. Students have to be seated at their individually assigned carrel in their assigned venue.
14. No communication of any kind is permitted between examinees after entering the examination venue.
15. After a 30-minute grace period following the start of the CHECK IN, the doors to the venues will be closed, and the examination password will be announced; no more students will be allowed to enter an examination venue after door closure.

16. After the password has been provided, students MUST start the examination immediately, without any delay.
17. Short, unscheduled bathroom breaks are permitted. A student who wishes to take a bathroom break raises their hand to get the attention of a proctor, who will advise on the procedure, including sign out / sign back in.
18. No bathroom breaks will be permitted during the initial 30 minutes of an examination, after the password has been provided.
19. Students experiencing medical or technical problems during the examination raise their hand to get the attention of a proctor, who will assist them.
20. All irregularities during an examination will be monitored and recorded by the proctors inside the venue. Any issues reported to any party after the examination will not be considered.
21. Any issues reported after an examination and not verified by a proctor as an irregularity during the examination cannot be used as the basis for any appeal, therefore, any irregularities must be reported to a proctor within the examination venue and recorded as an irregularity.
22. If you witness any suspicious activity during an examination please alert a proctor immediately.
23. A student who has finished an examination prior to the official end may seek permission from a proctor to leave the examination venue, after successfully uploading the examination files to the server, proven by showing the “green screen” to the proctor for approval.
24. It is at the discretion of the chief proctor in each venue to restrict the times a student may leave, to maintain a positive examination environment with limited distraction for those still taking the examination, in particular close to the official end of an examination.
25. After having left the venue, students have to scan their student ID at the ID scanner located at the entrance.
26. Students who have finished an examination and left will not be allowed back into the venue.