

Exams on Paper

1. All students who present themselves to sit for any examination are required to display their valid SGU identification card. This is the only accepted form of identification. Individuals who fail to present this form of identification will not be admitted into the exam. In the absence of an SGU ID, the examinee **MUST** present a valid, physical, government issued photo ID in order to gain access into the exam venue. The only exception to this, is the presentation of a properly completed Missing/Lost Identification form.
2. Students may not bring any personal belongings into the examination venue. All electronic devices and devices capable of storing or transmitting information are also prohibited, except for medical devices needed to maintain health. If any personal belongings are brought to the examination site, they must be stored outside of the testing area. No wristwatches of any type will be allowed in the examination halls, either on the arm, examinees' person or on the table. The University assumes no responsibility for any personal belongings stored outside the testing area.
3. Students will consult the examination-seating list posted outside the examination venue, where applicable, to find their assigned seat. Examinees may only sit in their assigned seat and must ensure that their examination and Akindi bubble sheet (if used) matches their assigned number. Any discrepancies or seating problems will be reported to the Chief Proctor as unprofessional behavior.
4. Only examination test books, answer sheets, pencils with eraser, current SGU ID cards, and materials specifically permitted by the Course Director/ Instructor will be allowed on students' desks. Clear water bottles will also be allowed.
5. Students' eyes must be visible at all times. Hair long enough to cover the eyes must be pulled back. Hats and headwear with brims or bills are prohibited.
6. No communication of any kind is permitted between students after entering the examination.
7. Examinees arriving after the published examination start time must wait outside the examination area until all of the pre-examination instructions have been given. Late arrivals will then be given the examination and be seated. Late arrivals will not be given any additional time to complete the examination. After the first student has completed the examination, late arrivals will not be allowed to start the examination, and will be considered to have failed to appear for the examination.
8. Students are not allowed to use a telephone or other communication device at any point during the examination.
9. A restroom break is the only permitted break during the examination. Students may not eat or smoke during a restroom break. Students may not communicate with anyone other than an assigned proctor during a restroom. Students must sign out and back in (and be accompanied by a proctor) if permitted to leave the room during the examination for a restroom break. Once students leave the examination area without signing out and in as stipulated, they will be considered to have concluded the examination.
10. Students may not remove or dismantle any portion of pages of the examination, or leave the examination room with any written notes of the examination content unless specifically allowed by the Chief Proctor.
11. Time announcements will be made approximately halfway through the testing period, just prior to the end of the allowed time (approximately ten minutes remaining), and at the end of the exam.
12. Once the last time remaining announcement has been given (approximately ten minutes remaining), students must remain seated until a proctor has collected their examination materials.
13. Students must immediately stop writing when 'time' is called at the end of the examination period. All examination-related activities, including filling out the answer sheets, must be completed within the specified examination.
14. Students found violating any of the examination policies will be subject to academic disciplinary action. ([See Unprofessional Behavior During an Examination](#)).