

APPENDIX A: STUDENT FINAL EXAM PROTOCOL

- Bring your College of the Rockies Student Identification Card or a piece of Government issued photo identification and place it in a visible place on your table during the writing of all final exams.
- Arrive 10 to 15 minutes prior to the start of exam.
- This is a silent exam – no talking, noises, or signals to other students.
- Turn off cell phones and leave in the designated area for backpacks, books, notes, coats, gloves, and other belongings.
- No earphones, headphones, smartwatches, cell phones, translation devices, music players, or other mobile electronic devices permitted in the exam space.
- Approved calculators are permitted only for exams that allow calculators.
- Raise your hand if you need help.
- If you cheat during an exam, your exam will be taken away and an *Exam Incident Report* will be completed by the invigilator and submitted to the appropriate Department Head.
- When the exam is located in the gym, find your instructor and go to the appropriate exam and row (A, B, C, etc.).
- No exit from the exam space in the first 30 minutes of the exam period.
- No entrance to the exam space after the first 30 minutes of the exam period.
- Washrooms will be monitored. Only one person may use the washroom at a time.
- Remove your garbage from the table.
- When exiting the exam space, do so quietly to avoid disturbing the students who are still writing exams.
- Remember to bring your picture ID with you when you leave the exam space.