

# HOW TO PREPARE FOR EXAM DAY

## A STUDENT GUIDE

### When you arrive:

- Arrive at least 15 minutes early for your examination
- If the exam session is in progress, you will not be permitted to enter the examination room.
- Find your seat number (a list is posted on the wall outside of the examination room).
- If you notice that your name is not on the list, immediately inform the invigilator so that they can arrange to get an exam for you and assign you a seat.
- Enter the examination room and store all of your non-essential personal belongings including, but not restricted to, coats, wallets, purses, backpacks, wearable technology, and cell phones, according to the directions given by the exam invigilator. All technology must be powered off.
- Quietly proceed to your assigned seat
- You should only bring to your exam table valid photo identification (Government photo ID or Okanagan College Student Card), pen, pencil, eraser, a clear water bottle (no label) and any permitted items approved by your tutor (e.g. Non-programmable calculator, ruler, case study, etc.).
- Do not, under any circumstance, open your exam.
- Check that the information on the cover page of your exam is correct (your name, the course number, and whether you are writing a midterm or final examination).
- When all students are seated, the invigilator will make a detailed announcement, outlining the rules and regulations of the exam sitting.

### **What to bring:**

- Valid photo identification (Government photo ID or Okanagan College student card). If you do not bring valid photo identification, you will not be permitted to write your exam.
- Pen, pencil and eraser
- Any permitted items (i.e., non-programmable calculator, ruler, case study) that your tutor allows to be used during the exam.
  - Note: only items listed on your exam cover page will be allowed.
- Water in a clear bottle (no label) is permitted on your desk, however, food is NOT allowed unless special accommodations have been made prior to your exam.

### **When you have completed your exam:**

- When you finish your exam, please check that your name and student number is written on each part of your exam.
- Ensure that all parts of your examination are in the order in which you received them
- Collect your belongings and bring your exam to the invigilator at the front of the room.
- When handing in your exam, make sure you sign the sign out sheet.
- Exit the exam room quietly.