

EXAMINATION ATTENDANCE FORM  
UNIVERSITY OF GUELPH

COURSE #: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME:  
(e.g. CIS\*1000)

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_ PGM: \_\_\_\_\_ SEM.LEVEL:

POLICY AND PROCEDURES REGARDING WRITING OF FINAL EXAMINATION

1. Students must complete this form at the beginning of the examination and place it beside their I.D. Card at the front of the table. This form will be signed at the time of collection.
2. No person shall be allowed in the examination hall during the hours of examinations except the candidates concerned and those supervising the examination.
3. No books, paper, or other aids shall be used at the examination except by permission of the Professor- in-charge. Books, knapsacks and other materials should be placed on the floor underneath the desks.
4. Until at least an hour after commencement of the examination, no candidates shall be permitted to leave except under supervision.
5. Inquiries concerning the examination papers shall be directed to the Professor-in-charge.
6. No writing within the answer book is permitted after the instruction to stop writing has been given. The Professor-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.
7. Candidates shall not communicate with one another by writing, by signs, by words, or any manner whatever while examinations are proceeding.
8. No student will be allowed to leave the examination hall during the final 15 minutes of the examination.
9. At the conclusion of the examination period students must remain seated until all examination papers have been collected. When all papers have been collected, the Examination Co-ordinator or the Professor-in-charge will dismiss the candidates.

STUDENT'S SIGNATURE

(Do not sign until the time of collection)

EXAMINATION ATTENDANCE FORM  
UNIVERSITY OF GUELPH

ROW:

SEAT:

COURSE #: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME:  
(e.g. CIS\*1000)

NAME: \_\_\_\_\_ ID #: \_\_\_\_\_ PGM: \_\_\_\_\_ SEM.LEVEL:

POLICY AND PROCEDURES REGARDING WRITING OF FINAL EXAMINATIONS

1. Students must complete this form at the beginning of the examination and place it beside their I.D. Card at the front of the table. This form will be signed at the time of collection.
2. No person shall be allowed in the examination hall during the hours of examinations except the candidates concerned and those supervising the examination.
3. No books, paper, or other aids shall be used at the examination except by permission of the Professor- in-charge. Books, knapsacks and other materials should be placed on the floor underneath the desks.
4. Until at least an hour after commencement of the examination, no candidates shall be permitted to leave except under supervision.
5. Inquiries concerning the examination papers shall be directed to the Professor-in-charge.
6. No writing within the answer book is permitted after the instruction to stop writing has been given. The Professor-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.
7. Candidates shall not communicate with one another by writing, by signs, by words, or any manner whatever while examinations are proceeding.
8. No student will be allowed to leave the examination hall during the final 15 minutes of the examination.
9. At the conclusion of the examination period students must remain seated until all examination papers have been collected. When all papers have been collected, the Examination Co-ordinator or the Professor-in-charge will dismiss the candidates.

STUDENT'S SIGNATURE

(Do not sign until the time of collection)