

## Contract and procedure applying to sit for exams at the student access centre

### Application deadline and modification

- You must apply to sit for an exam via Omnivox **at least three working days** prior to the date of the exam.
- If you need to cancel or modify your application, you must notify **Mélanie Cassivi via MIO or at her office.**
- See the back of this sheet for the procedure to follow if you are applying late.

### Material not permitted in the exam room

- You may not have any of the following items in your possession in the exam room at any time: **any electronic devices** (cell phones, smart watches, etc.), **backpacks/bookbags**, cases, **coats, hats**, thumb drives, wallets.
- You must arrive ready and leave all personal belongings in your locker.
- All materials will be checked before entering the examination area.
- Wearing a hat/cap will be permitted, but in the occurrence that it interferes with the surveillance of the examination, you will be asked to remove it

### Delay

- If you arrive late, you will likely have to go to see your teacher and have that person sign an authorisation slip allowing you to sit for your exam. The authorisation slip will be added to your file and there will be follow-up.
- **Time lost due to late arrival cannot be made up.**

### Clarifications about exams

- **Staggered exams:** If you decide to leave before the end, you cannot come to the next exam period. Once you leave the room, your exam is considered finished.
- **Inclusive extra time:** In the case that extra time is offered to all students in class: Students will not be able to benefit from additional extra time.
- **Questions:** It is important to ask all your questions to the teacher during the exam because throughout the extra period time it may not be possible to reach him or her.
- **Extra Time During a Scheduling Conflict :** If there is a scheduling conflict due to your exam schedule (you were provided extra time), you can start your exam earlier. Even though extra time has been allowed for your exam, we strongly recommend you not to miss any class time.

### Food and washroom use

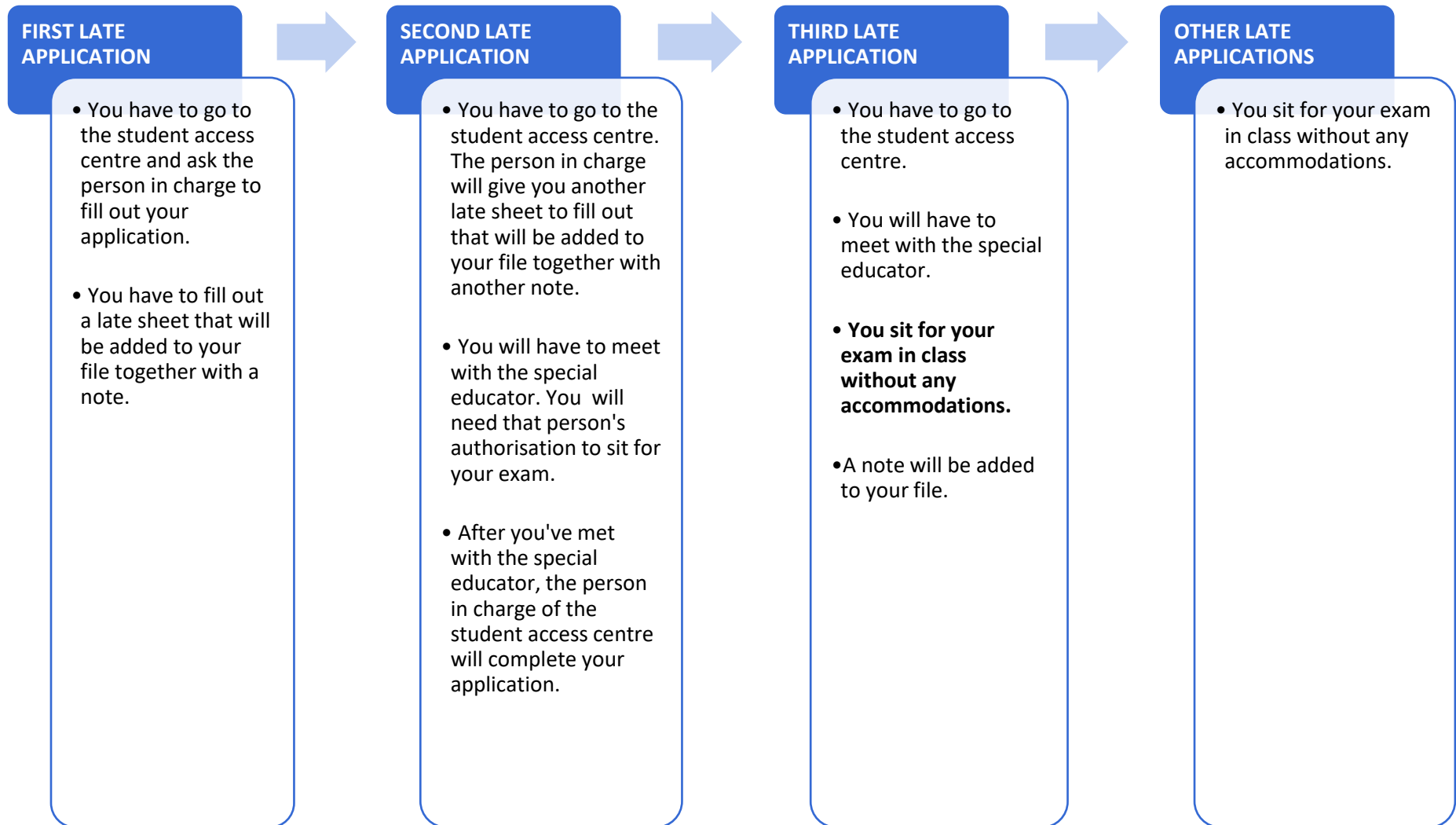
- Any beverage or food **must be approved** by the invigilator.
- Please plan to use the washroom before the beginning of the exam. In the event of an emergency, and with the invigilator's approval, you may leave the room. The time taken to go to the washroom will be included in the time scheduled for the exam.

### Plagiarism and fraud

- Any form of plagiarism, fraud, participation in plagiarism or participation in fraud will lead to your **exam being taken away.**
- Your teacher is informed and will decide what happens next.

I have read and understood this contract and I agree to abide by it. The contract is valid for the current school year.

## Procedure when applying late\* to sit for an exam at the student access centre



\*Late applications are counted for the duration of the contract, i.e. ONE year.

**It is not possible to guarantee that the accommodation will be offered at the time requested if your exam request is passed the delay accepted by the Adapted Services**