

FACULTY OF MANAGEMENT EXAM RULES

To be read aloud by the invigilator prior to the students starting to write the exam. The following rules are designed to ensure all students receive a fair and equitable testing experience.

- 1) There is to be no communication between students once the exam starts. This is disruptive to other students and could constitute cheating. If you require any assistance (e.g. pencil breaks, need for an eraser, exam pages missing, etc.) raise your hand to notify the invigilator.
- 2) You are not allowed to access any electronic devices during the exam, except calculators if they are permitted.
- 3) Sharing answers or copying the work of others is not allowed during exams.
- 4) When the invigilator announces the exam is finished, immediately stop writing, put your pens/pencils down, and put ALL exam materials back in your exam envelope (do not seal your envelope). If you have neglected to write your name on the cover page of your exam paper or booklets this must be done at sign-out with the invigilator.

For reference: Definitions of OPEN and CLOSED book (and variations) for RRU examinations

CLOSED Book = No materials are allowed in the exam space that are not provided in the exam package.

Restricted OPEN Book = In addition to the exam package, only specified books/or hand-outs are allowed. Handwritten notes are allowed in the textbook, but any other loose notes/papers are not allowed.

OPEN Book = In addition to the exam package, any versions of the course textbook/s are allowed. Handwritten notes are allowed in the textbook, but any other loose notes/papers are not allowed.

OPEN Book and OPEN notes = In addition to the exam package, any versions of the course textbook/s are allowed along with any other paper documents, books, or notes (electronic notes are not allowed).