Rules of Conduct for Examinations

1. No person will be allowed in an examination room during an examination except the candidates concerned and those supervising the examination.

2. Students are expected at the examination room at least twenty minutes before the commencement of the examination.

3. Students shall bring their photo identification (signed Photo ID - the picture must be clearly visible for identification purposes) and place it out in the open on their desks. Photo identification may include any one of the following, as long as it contains a current photo and a signature:
   A) current University of Toronto Photo ID (TCard); or
   B) up-to-date Passport (any country); or
   C) current Driver’s License (any country); or
   D) government issued photo ID (any province or territory).

4. Students shall place their non-smartwatch or timepiece on their desk.

5. All coats and jackets should be placed on the back of each Student's chair. All notes and books, pencil cases, cell phones (turned off), laptops, any other electronic devices or unauthorized aids, and smaller bags like purses should be stored inside the student's knapsack or large bag, which should then be closed securely and placed under the candidate’s chair. Students may not have a pencil case on their desk and any pencil cases found on desks will be searched and placed under the chair. All watches and timepieces on desks will be checked. Students are not allowed to touch their knapsack or bag or the contents until the exam is over. Students are not allowed to reach into the pockets or any part of their coat or jacket until the exam is over.

6. The Instructor/Chief Presiding Officer has authority to assign seats to students.

7. Students shall not communicate with one another in any manner whatsoever during the examination. Students may not leave the examination room unescorted for any reason, and this includes using the washroom.

8. No materials or electronic devices shall be used or viewed during an examination, except those authorized by the Instructor or Chief Presiding Officer. Unauthorized materials include, but are not limited to: books, class notes, or aid sheets. Unauthorized electronic devices include any device that has internet/wireless/Bluetooth connectivity or otherwise may communicate with another person or device outside the exam hall. The most obvious examples include cell phones, tablets/laptops, smart technology including smart watches or fitness devices with connectivity, and so forth.

9. Students who use or view any unauthorized materials or electronic devices while their examination is in progress - or who assist or obtain assistance from other candidates or from any unauthorized source - are liable to academic penalties under the Code of Behaviour on Academic Matters which can be severe.

10. In general, students will not be permitted to enter an examination room later than thirty minutes after the commencement of the examination, nor leave until at least half an hour after the examination has commenced. Any exception to this rule is made by the Instructor or Chief Presiding Officer, and they will set the conditions for such an exception.

11. Students shall remain seated at their desks during the final ten minutes of each examination.

12. At the conclusion of an examination, all writing shall cease. The Instructor or Chief Presiding Officer may seize the papers of students who fail to observe this requirement, and a penalty may be imposed.
13. Examination papers, books and other material issued for the examination, shall not be removed from the examination room except by authority of the Instructor or Chief Presiding Officer.
14. The University is not responsible for personal property left in examination rooms.