

INFORMATION FOR INSTRUCTORS IN THE DEPARTMENT OF PSYCHOLOGY

We would like to welcome you and extend our gratitude to you for offering a course to our students. This document was prepared as a source of information on departmental policies and procedures as related to courses and teaching. The office staff is always ready to assist you with these matters and can answer most questions not covered in this document. We welcome your feedback on any of the information in this document.

Index:

	Page
Department Administration	2
• Psychology Main Office	2
• People & Positions	2
Information for Term Certain (Sessional) Staff Members	3
• Appointment Process	3
• Performance Assessment	3
• Stipend / Payment Process	3
• Collective Agreement	3
• E-mail Account	3
• Identification Card	4
• Parking	4
• Professional Expense Reimbursement	4
• Reporting Leaves & Illnesses	4
• Request by Students for Letters of Reference	4
Course Administration: Procedures & Guidelines	5
• Book Orders	5
• Course Outlines	5
• Reserved Readings	5
• Audiovisual Resources	5
• Evaluation Practices for Psychology Courses	5
• Handing in Papers and Assignments	7
• Copyright Privileges / Course Readings	7
• Blackboard Program	7
• Academic Accommodations for Disabled Students	7
• Photocopying	7
• Marking & Proctoring	7
• Tests & Examination Procedures	8
• End of Term	9
Appendices	
• A Parking Lot Map	10
• B Exam Regulations	11

DEPARTMENT ADMINISTRATION

Psychology Main Office

The main office is located in the Administration Building, room 255. The main phone number is (403) 220-5561 and the FAX number is (403) 282-8249. The office is open Monday to Friday from 8:30 am to 12:00 and 1:00 to 4:30 pm.

Sessional staff will have access to the Mail/Copy room located within the main office. This room is accessible by swipe access. Please see Leah Wotherspoon to have your card activated. You will have a mail box within the mail system for the duration of your contact. Katy Macklon will be able to help you with your online profile.

People and Positions

The following is a list of some of the key roles in the Department, and who occupies them at the time of this printing.

POSITION	HELD BY	PHONE	EMAIL
Head	David Hodgins	220-3600	dhodgins@ucalgary.ca
Associate Head	Glen Bodner	220-6352	bodner@ucalgary.ca
Director of Undergraduate Studies and Honours Programs	Susan Boon	220-5223	psychdir@ucalgary.ca
Director of Psychology Graduate Program	Kibeom Lee	210-9469	kibeom@ucalgary.ca
Director of Clinical Psychology Graduate Program	Tavis Campbell	220-7188	campbet@ucalgary.ca
Department Manager	Beth Dowdell	220-5560	dowdell@ucalgary.ca
Department Head's Assistant	Leah Wotherspoon	220-3600	ljwother@ucalgary.ca
Graduate Program Administrator	Alix Westgard	220-5659	psycgrad@ucalgary.ca
Undergrad Advisor	Michelle Vogt	220-4958	psycugrd@ucalgary.ca
Learning Resources Centre (LRC): Teaching	Larry Wenger	220-8280	wenger@ucalgary.ca
Web Specialist and Finance	Katy Macklon	220-4959	k.macklon@ucalgary.ca

INFORMATION FOR SESSIONAL STAFF MEMBERS

Sessional instructors are expected to know, and abide by, Department and University policies as outlined below.

Appointment Process

Sessional positions in the Department of Psychology are advertised on our website. Qualified applicants are considered (based on the University's hiring policy) by the Department Head and the Director of Undergraduate Studies. Successful candidates are notified by telephone or e-mail, with a mutually acceptable teaching schedule determined. A contract is sent to the instructor from the Department Head. The instructor indicates her/his acceptance of the offer and returns the signed letter to the Department of Psychology. This package includes links to a direct deposit form, TD1, TD1AB, and a personnel record form. These must be completed and sent back with the signed letter of offer. As well there are links to Article 23 and schedule "B" for your information and reference.

Performance Assessment

After the completion of three years of instruction, or by teaching the equivalent of eight (8) half-courses, whichever comes first, the Department Head reviews the instructor's file and provides an evaluation of her/his performance. A copy of the assessment is provided to the staff member and placed in her/his file.

Students, using the University Student Ratings Instrument (USRI), evaluate each course taught. The evaluations are usually completed in November for fall courses and March for winter courses. Results are available on the web to enrolling students.

Stipend/Payment Process

Subject to Article 23 of the Collective Agreement, a sessional is paid at a minimum salary rate per half-course of \$6049. Following the completion of eight half-course equivalents and satisfactory performance of duties, a salary increase (or 'step') is made. Instructors are not paid less than a previous appointment for teaching the same course offered by the same faculty or department.

Pay in lieu of vacation entitlement in the amount of 4% of salary is added to each monthly payment.

Instructors are paid via direct deposit on the 10th & 25th of each month. You are expected to enter your banking information online at www.ucalgary.ca through My U of C > Enterprise Systems > Human Resources > Human Resources People Soft > Self Service > Payroll and Compensation > Direct Deposit.

Collective Agreement

Sessional instructors are appointed as 'Term Certain' staff in accordance with Article 23 of the Collective Agreement. Refer to www.ucalgary.ca/tucfa

E-mail Account

Application for an e-mail account is made through Information Technologies (IT), www.ucalgary.ca/it/. A University of Calgary identification card must be obtained prior to applying for an e-mail account. See Beth Dowdell to complete and sign the UCID Computing Account Application Form.

Identification Card

An identification card can be obtained from the Security Office (Risk Management, MC 260) after the signed contract is processed by the Department. (If after-hours access to the Administration building is needed, request that the card be a 'prox' card. The Psychology office then authorizes the access and specifies how long it is needed.) The identification card is required to activate a University library account.

U of C Portal

After obtaining your e-mail account, contact BAS (Business Administration Support) (formerly PeopleSoft) by phoning (403) 220-5555 (select 2) to obtain access to your U of C Portal where you will have access to your personal information, grades, class lists, and Blackboard applications.

Parking

Sessional instructors are responsible for arranging their own parking. Various pay lots (Lot 32 being the closest and most reasonably priced), the arts parkade, and metered spaces are available. Monthly parking passes are obtained through Parking Services at 220-6771 - expect waiting lists for parking lots in close proximity to buildings.

Professional Expense Reimbursement

Sessional instructors are entitled to reimbursement of eligible expenses to a maximum of \$150 per half-course equivalent to a maximum of \$1500 per academic year. Expense reports must be submitted within two months following the termination of the Sessional appointment. Expenses must be incurred during the period of the Sessional appointment.

Accounting string information:

If your PER Account starts with "PE" use fund 10, dept 63060

If your PER Account starts with "1" use fund 12, dept 63060

Carry Forward

A Staff Member may carry forward from the current year an unspent balance to the first and second succeeding years. Splitting an expenditure for an event or purchase over two separate claims is not permitted unless the following exception

applies:

If a staff member spends in excess of the maximum allowance for the year on a single large purchase of capital equipment, he/she may claim the excess over the next five years, subject to the limit available for each year.

The staff member is responsible to resubmit a PER claim form for excess in subsequent years until reimbursement for the capital equipment is complete. Please refer to

http://www.ucalgary.ca/hr/academic/academic_per_overview for the most current information on PER.

Reporting Leaves and Illnesses

Leave requests (vacation, conference attendance, etc.) must be submitted to the Department Head prior to the beginning of term. It is the responsibility of the course instructor to find a replacement lecturer during a period of leave. Illnesses are reported to the main office (220-5561). The office staff will post lecture cancellation signs. Please post a notice on "Blackboard" to notify your class of changes or cancellations.

Requests by Students for Letters of Reference

Requests for letters of reference must be made on a 'Student (or Employee) Records Reference Letter Request Form' (obtained from the main office). The signed form must be kept on file for one year from the date of submission.

COURSE ADMINISTRATION: PROCEDURES AND GUIDELINES

Book Orders

Requisitions are due to Leah Wotherspoon for

Fall Session - by April 8

Winter Session - by September 15

Spring/Summer - by January 15

Course Outlines

Course outlines must be approved by the department. A course outline template is available from the Undergrad Advisor (psycugrd@ucalgary.ca) to assist you in preparing your course outline. Use your phone number and your email address on the course outline. Completed course outlines should be submitted electronically in MS Word to the Undergrad

Advisor **at least six weeks before** the term begins so that they can be approved by the Department and posted on the web. **The due dates are as follows:**

Fall Session - by August 1
Spring - by April 1

Winter Session - by December 1
Summer - by June 1

Reserve Readings

Refer to <http://library.ucalgary.ca/services/information-faculty/print-reserve-readings>

Audiovisual Resources

If you need any audiovisual equipment for teaching, please contact Com Media to book well in advance (charges apply if you book less than 3 days in advance). Bookings can be done for the whole term or for only some specified dates system at <http://www.ucalgary.ca/it/commedia/booking/info>

Bookings can also be done by phone, 403-220-3711, or by fax, 403-284-5116, using the form found at the above web location.

If you need films or videos for teaching purposes, please contact the Visual Resources Centre well in advance. A catalogue of their resources is available through <http://library.ucalgary.ca/vrc>

Course Registration

If you are contacted by a student about registering for your course, please direct him or her to the Undergraduate Program Advisor at psycugrd@ucalgary.ca or 403-220-4958. The Department monitors all course registration and is the authority that can allow registration into courses. Sometimes it's just not as simple as saying yes or no. Other considerations often come into play and determine whether the request can be honoured or not, so please direct the student to the UPA.

Evaluation Practices for Psychology Courses

In the Psychology undergraduate program class sizes vary as a function of the level of the course (introductory, junior, senior, advanced), with the largest classes at the 200-level (PSYC 203 and PSYC 205; the introductory courses, with several hundred students per section) and the smallest classes at the 500-level (typically limited to 20 students per section). Evaluation practices in the department vary as a function of class size.

For 200-level courses with large enrollments (e.g., more than 100 students), most exams will consist of multiple choice questions. Typically, at least three exams are given (including the final exam, which is always scheduled by the Registrar). Some instructors prefer to give more exams of lesser weight (e.g., five exams each worth 20%) while others prefer fewer exams of greater weight (e.g., three exams, the first two worth 30% and the final exam worth 40%). Because of the reliance on multiple choice questions it is important for instructors to create challenging questions. Experience has shown that multiple choice questions from test banks supplied by the textbook publisher should be used with discretion. They may be poorly written and very easy for students.

In 400-level courses most students will be senior psychology majors (3rd and 4th year). Class size is typically limited to 40 students. There are two types of 400-level courses: courses with a laboratory and courses without a laboratory. Both types of courses are typically lecture-based, although group presentations and class debates can be accommodated.

In courses with a lab, the students' lab work accounts for a large fraction of the final grade (25%-40%). Courses with a lab will be assigned a graduate student teaching assistant (TA), who will be responsible for all of the labs and the marking of lab assignments. TAs are paid by the Department of Psychology for their duties and may not work more than 12 hours per week on average; as a result, normally the TA only marks the lab assignments. It is the instructor's responsibility to create the lab materials, assignments, and marking keys, and to supervise the TA throughout the course. The instructor must also create a separate lab guide for students, in consultation with the TA.

In 400-level courses the emphasis is on interpretation, integration, and synthesis of information and less on the

memorization of facts. As a result, exams typically consist of short and/or long answer essay questions. A written paper assignment is a common feature of 400-level courses, especially those without labs. Paper assignments are generally worth 20-30% of the final grade. Occasionally the class size will permit group presentations and these are encouraged when possible. If necessary, multiple choice questions can be used on an exam to test for factual knowledge but they should be used sparingly. Normally the final exam is scheduled by the Registrar and held during the final examination period.

Most 500-level courses are restricted to senior psychology majors. Ideally, the course is run like a graduate-level seminar, as class size is normally limited to 20 students. Individual student presentations are especially encouraged, and a major paper assignment is expected. For these courses it is not necessary to have a Registrar-scheduled final exam; instead, take-home exams or assignments are common.

Psychology grading Policy for Undergraduate level courses:

New grading standards for 200, 300, and 400 level courses have been adopted. Effective fall session 2013, all course outlines for Psychology courses will include the following description of the Department's new policy:

Department of Psychology Grade Distribution Policy

The distribution of grades in Psychology courses (the percentage of A grades, B grades, etc.) will be similar to the distribution of grades in other courses in the Faculty of Arts. The Department monitors the grade distributions of 200-, 300-, and 400-level courses in the Faculty to ensure that the grade distributions in Psychology courses are comparable. Based on these reviews, students can expect that 1) up to 30% of grades in 200- and 300-level psychology courses will be "A" grades (A+, A, and A-), and 2) up to 40% of grades 400-level psychology courses will be "A" grades.

Note that for many courses this policy will have no impact because historically the percentage of A grades has been lower than 30-40%. As noted, the Department will continue to monitor the grade distributions in the Faculty of Arts to ensure that Psychology courses are comparable and will adjust the relevant percentages accordingly.

Also new in fall 2013 will be descriptive criteria for letter grades in Psychology courses. The following statement will appear in all Psychology course outlines, effective fall session 2013:

Department of Psychology Criteria for Letter Grades

Psychology professors use the following criteria when assigning letter grades:

A+ grade: Exceptional Performance. An A+ grade indicates near perfect performance on multiple choice and short answer exams. For research papers/essays/course projects/presentations, an A+ grade is awarded for exceptional work deserving of special recognition and is therefore not a common grade.

A, A- Range: Excellent Performance. Superior understanding of course material. Written work is very strong in terms of critical and original thinking, content, organization, and the expression of ideas, and demonstrates student's thorough knowledge of subject matter.

B Range: Good Performance. Above average understanding of course material. Written work shows evidence of critical thinking and attention to organization and editing but could be improved in form and/or content.

C Range: Satisfactory Performance. Adequate understanding of course material. Knowledge of basic concepts and terminology is demonstrated. Written work is satisfactory and meets essential requirements but could be improved significantly in form and content. Note: All prerequisites for courses offered by the Faculty of Arts must be met with a minimum grade of C-.

D range: Marginally meets standards. Minimal understanding of subject matter. Written work is marginally acceptable

and meets basic requirements but requires substantial improvements in form and content. Student has not mastered course material at a level sufficient for advancement into more senior courses in the same or related subjects.

F grade: Course standards not met. Inadequate understanding of subject matter. Written work does not meet basic requirements. Student has not demonstrated knowledge of course material at a level sufficient for course credit.

The Head of the Department monitors adherence to this policy and you may be contacted if the final distribution of grades at the end of the course falls outside the parameters stated in this policy (particularly if the proportion of A grades is too high). Please design the evaluation components for your course accordingly, ensuring as far as possible that they are sufficiently challenging that meeting the grading policy benchmarks will not be problematic. The Department also discourages statements on course outlines which indicate that the lowest of a series of tests or assignments will be dropped. The Department recommends instead that all tests or assignments be counted in determining the final grade. If necessary, grades can be raised at the end of a term (if performance on a particular exam or assignment was unusually poor), but they cannot be lowered so committing at the outset of a course to drop the lowest grade may compromise your ability to meet the grading policy.

Marking and Proctoring

Pursuant to University policy, a teaching assistant must not be required to mark course components, the cumulative weight of which, at a maximum, is more than 50% of the final grade of a given course. Moreover, the assigning of the final grade must remain the non-delegable responsibility of individual faculty members or Session instructors.

The Department provides exam proctors for large enrolment courses at the 200 and 300 levels.

Multiple-choice exams can be graded via computer scanning. See the Undergrad Advisor to obtain a signed requisition form. Scoring of bubble sheets is done by Imagine Services in the lower floor of the Education Tower.

Handing in Papers and Assignments

It is advisable to have your students hand in all papers/assignments during class or lab times. However, there is also a drop slot in the counter outside the department office (room AD 255) where such items can be left. Students are instructed to date-stamp the work and ensure the recipient's name is on it. Items received when the office is closed will be date-stamped by the office staff. At the end of the workday (or more often) the contents of the box are distributed to the mailboxes.

Copyright Privileges /Course

Readings

Refer to

<http://www.ucalgary.ca/policies/>

The protection of copyright and the proper financial accounting of copied materials are taken seriously at the University of Calgary. The University of Calgary has acquired a license from a copyright owner's collective (ACCESS copyright). Wherever possible it is recommended to make use of the university library's extensive e-journal collection. Students can print off the needed articles themselves, rather than buying paper copies of readings which cost 10¢/original page for the copyright, plus the photocopying charges. For copyright approval, please send material to: the Copyright Office at copyright@ucalgary.ca.

D2L (Desire to Learn) Program

This program is available to all instructors, and allows the posting of assignments, notices, grades, course notes, and much, much more. Please refer to <http://www.ucalgary.ca/it/services/d2l>. Larry Wenger of the Learning Resource Centre can help you get started.

Academic Accommodations for Disabled Students <http://www.ucalgary.ca/drc>

Students who are disabled, or who need extra consideration in evaluation procedures (e.g. extra time to complete

examinations), need to request academic accommodation. Disabled students must register with the Disability Resource Centre (220-8237) and notify the course instructor of their disability within 14 days after the commencement of the course.

Photocopying

A printer/copier is available in Admin 255 on a 24-hour basis. Access codes for copying and swipe access to the room can be obtained from the Main Office.

Due to substantial savings, photocopying of exams and handouts for large enrolment classes (>40) must be done through Imagine Services on campus. Documents to be copied should be dropped off in the Psychology main office or emailed to psycugrd@ucalgary.ca **five business days** prior to the date required, any documents received less than five business days may be rejected and it will be up to you to get the exams printed at your own expense.

Posting Student Grades

You may:

- Use D2L to communicate grade information. Each student has access only to his/her own grades.
- Post or circulate grades with the students' names removed from the list and the marks given in non-identifiable form, sorted in numerical sequence by identification number.

You may not:

- Post or circulate grades in identifiable form, either by name or by student identification number, sorted in alphabetical order.

Distribution of Graded Examinations and Assignments

You may:

- Return exams and assignments individually to students during class time
- Leave exams with staff in the main office for storage in the Exam Review Room (Admin 128). Indicate whether the material is for review only or whether it can be taken away. The main office staff will not hand out assignments or exams for you.
- When multiple choice tests are being prepared for the Exam Review Room, leave the bubble sheets in the order they were scanned. Also include three or four copies of the exam (or each version of the exam, if more than one) and the key (or keys). The other copies of the multiple choice question booklets may be given to Rachel Browne for shredding after you are sure all bubble sheets have been removed.

You may not:

- Leave exams or assignments in a public place for pick up.

Grades Management

Assistance with D2L for managing grades throughout the term is available from the Psychology main office or LRC (Learning Resource Centre). Final grades are submitted electronically to the Registrar's Office via your MyUofC account, click on the Faculty Centre in Quick Links. For instructions on entering final grades, access the following website: www.ucalgary.ca/registrar/fs . Deadlines for reporting grades are at www.ucalgary.ca/registrar/finalgrades

Tests and Examinations Procedures

Instructors will be familiar with the University's Calendar with particular reference to course information, academic standing, examinations, reappraisals and appeals, harassment, and student misconduct. Refer to the on-line Calendar at www.ucalgary.ca/pubs/calendar

Instructors remain responsible, with support from the Department, for course administration matters that may arise after the submission of final grades, including appeals, academic misconduct, and deferred examinations. In the

case of Registrar-scheduled final exams, instructors **must not** change either the time at which the exam is held or the duration of the exam after it has been scheduled. Instructors must also ensure that they will be on campus and present at the exam. You are advised not to make travel plans that might interfere with your ability to be present at your Registrar-scheduled final exam.

Course instructors are expected to be present during examinations to answer questions. If this is not possible, the instructor must find another *academic staff member* as a deputy and advise the Psychology main office.

All final examinations are printed by Imagine Services. They **MUST** be requested no later than **7 working days before the 1st final examination** period commences. Delivery of final exams to the gymnasium can be requested on the printing requisition. Other exams may be picked up from Imagine Services by course instructors; identification is required. However, given sufficient lead time, Imagine Services will deliver the exams to the Department. The Department is responsible for providing examination booklets and answer sheets. A Word document stating relevant exam regulations is available for use as a cover sheet for multiple-choice final exams. Please see Appendix B.

By the beginning of the term, the main office contacts course instructors to find out the room preference for each final exam and the length of the exam. Once an examination is scheduled by the Registrar's Office, changes cannot be made to the date or time of the examination. Scheduling of final examinations must correspond to the information provided on the course outline. Other exam-related information may be found at www.ucalgary.ca/registrar/examinfo and www.ucalgary.ca/registrar/finalgrades

Weekly make-up exam sessions are available in the Department in the Fall & Winter terms <http://psychology.ucalgary.ca/undergraduate/exam-and-course-information#mues>. These sessions accommodate students unable to write mid-terms or tests, due to medical or other reasons deemed acceptable by the course instructor. Students must make arrangements with the course instructor to write a make-up exam, within two weeks of the missed exam. The instructor must complete the appropriate paperwork and provide a copy of the examination to the main office staff. Students must arrive at the beginning of the examination period, their name must appear on the sign-in sheet or they will not be allowed to write, they must provide student ID, and sign in. **Department policy is that students will only be permitted to write a make-up exam due to medical reasons and must provide the instructor with a completed Physician/Counsellor Statement form obtained from <https://www.ucalgary.ca/registrar/files/registrar/physcoun.pdf> prior to writing the exam. N.B. Notes or letters from physicians or counsellors, even if provided on letterhead or a prescription pad, are not acceptable in lieu of a Physician/Counsellor Statement form.** Please consult the language on the course outline template for additional information regarding missed exams and make-up tests.

Students unable to write the final examination at the scheduled time must formally apply for a deferral and complete a Deferred Final Exam form (available as a downloadable PDF file at www.ucalgary.ca/registrar/forms_students and submit it to Enrollment Services for approval. **Under no circumstances will the Department accommodate requests for deferred final exams. All such requests, regardless of the reason, must go through the official route.**

Retention of Student Examinations and Assignments

Graded exams and assignments not returned to students must be retained for a period of one year from the date of posting. Please bring these to **Leah Wotherspoon** in the Main Office for archiving and confidential shredding at the appropriate time.

Plagiarism

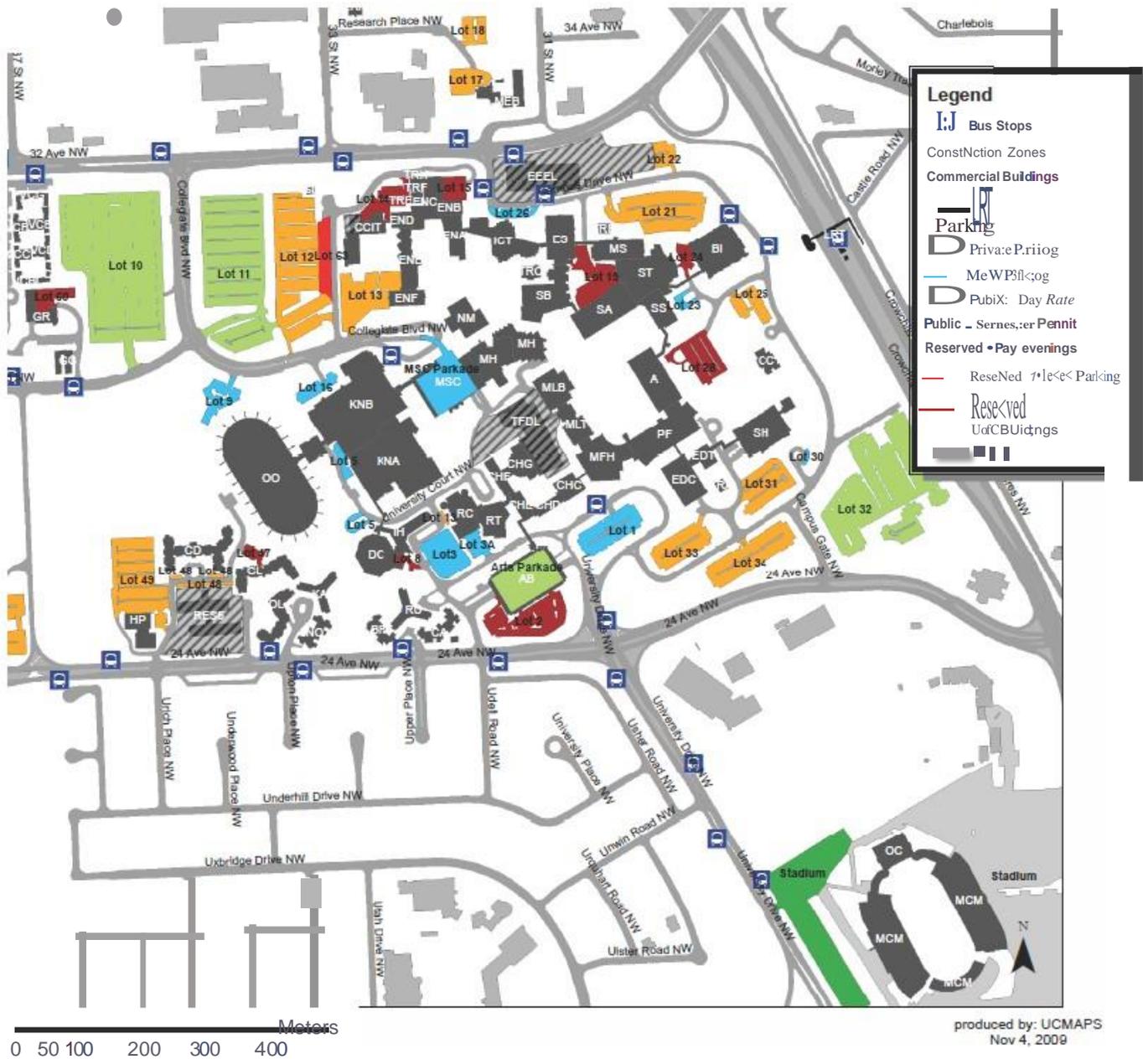
If you find evidence of plagiarism in an assignment, the first step is to write an official letter to Dr. Vigna Tumasz outlining the charge. Send it to ascarts@ucalgary.ca along with supporting evidence and a copy of the course outline. If you don't have electronic copies or would rather submit paper copies, you can bring the documents to the Arts Students' Centre. Your letter should summarize the extent of the plagiarism and include reference to any instructions about avoiding plagiarism that you gave in class or on the course outline. Clear evidence of plagiarism rather than merely a suspicion is required to pursue a charge. Evidence takes the form of highlighting plagiarized sections of the assignment and cross-

referencing them to a highlighted copy of the source/s. In cases of collusion between students, highlight the text that appears in both papers. Please include a copy of the course outline in the package that you submit. You should inform the student that you have forwarded a charge of academic misconduct along with evidence of the offense to the Associate Dean of Arts and let the student know that the Associate Dean will rule on the case after interviewing the student. Please do NOT discuss the penalty with the student; rather, make it clear that the disposition of the charge along with the penalty, if the charge is upheld, is determined by the Associate Dean. If you need to calculate a final grade for submission before you receive a ruling from my office, then calculate a zero for the assignment; the grade can be changed later if warranted by the final ruling. The student will receive a summons to meet with me normally within a few days and no longer than a week after receipt of the charge. If I need clarification of anything pertaining to the case, I will consult with you either before or after meeting with the student. After I meet with the student, I will write up a ruling, which will be sent via email to the student and copied to you as the instructor of the course so that you are aware of the disposition of the case and can adjust the grade, if necessary. The letter will also be copied to your Department Head and, if the student is not an Arts student, the Associate Dean of the student's home Faculty. More information about academic misconduct and its penalties can be found under K.2 in the University Calendar, to which you can refer students who inquire about the penalty.

End of Term

A copy of your final exam and class grade-book are required for the office files, these can be sent to Leah Wotherspoon. Shortly after final grades are submitted, you will be able to access the students' ratings of your class. Log on to www.my.ucalgary.ca and go to the link FOR FACULTY MEMBERS – then FACULTY TOOLS, then COURSE EVALUATIONS (REPORTING).

Campus Map of Parking Lots



Appendix B

Course name – PSYC xxxL0x
FINAL EXAM – length
Instructor:

Student Name: _____ Student ID: _____

EXAMINATION RULES

- 1) Students late in arriving will not normally be admitted after one-half hour of the examination time has passed.
- 2) No candidate will be permitted to leave the examination room until one-half hour has elapsed after the opening of the examination, nor during the last 15 minutes of the examination. All candidates remaining during the last 15 minutes of the examination period must remain at their desks until their papers have been collected by an invigilator.
- 3) All inquiries and requests must be addressed to supervisors only.
- 4) **The following is strictly prohibited:**
 - a) speaking to other candidates or communicating with them under any circumstances whatsoever;
 - b) bringing into the examination room any textbook, notebook or document not authorized by the examiner;
 - c) making use of calculators, cameras, cell-phones, computers, head-sets, pagers, PDA's, or any device not authorized by the examiner;
 - d) leaving answer papers exposed to view;
 - e) attempting to read other student's examination papers.

The penalty for violation of these rules is suspension or expulsion or such other penalty as may be determined.

- 5) During the examination a candidate must report to a supervisor before leaving the examination room.
- 6) Candidates must stop writing when the signal is given. Exam materials must be handed to the supervisor-in-charge promptly. Failure to comply with these regulations will be cause for rejection of an answer paper.
- 7) If during the course of an examination a student becomes ill or receives word of domestic affliction, the student must report at once to the supervisor, hand in the unfinished paper and request that it be cancelled. If physical and/or emotional ill health is the cause, the student must report at once to a physician/counselor so that subsequent application for a deferred examination is supported by a completed Physician/Counselor Statement form. Students can consult professionals at University Health Services or Counseling and Student Development Centre during normal working hours or consult their physician/counselor in the community. **Once an examination has been handed in for marking a student cannot request that the examination be cancelled for whatever reason. Such a request will be denied. Retroactive withdrawals will also not be considered.**