



EXAM BOOKING FORM

Please fax to Distance Education Administration Office

Attention: Madeline Ng

Fax# (416) 596-1207

PLEASE SEND THE EXAM BOOKING FORM AT LEAST TWO WEEKS BEFORE THE EXAM DATE.

CANDIDATE:

Please Print Clearly

STUDENT ID

COURSE CODE:

COURSE TUTOR:

SEE NEXT PAGE FOR EXAM DATES.

DATE OF EXAM**

DATE & TIME*:**

You will receive a confirmation before the exam date by email.

Your email address is:

***PROCEED TO PAGE 2**

***The exam will not be booked without your signature on page 2.**

****Please note that you cannot change the date of your exam less than 48 hours before the date. Any changes or cancellation made within 48 hours will be subject to a \$30.00 fee. You are only allowed to change the date once.**

*****All students must arrive five minutes prior to the examination time. Students who arrive 25% after the examination time will not be permitted to write the exam and will be considered to have "Missed Compulsory Evaluations."**

EXAMINATIONS POLICY

Only students and invigilators shall be permitted into an examination room during an examination.

Procedure

- Students must present a Michener photo ID in order to write examinations.
- Students must arrive at the examination room at least five minutes before the commencement of the examination.
- No student will be admitted into the examination room after 25% of the examination time has elapsed. Students arriving after the first 25% of the examination should refer to "Missed Compulsory Evaluations."
- Students will not be allowed in the examination room after another student has left, regardless of the time elapsed.
- Permission to enter an examination room after the commencement of the examination shall be at the discretion of the invigilator, regardless of the time elapsed or whether all students are still in the examination room.
- If a student is late and is allowed to enter the examination room, the time allotted for completion and seat placement is at the discretion of the instructor.
- Students will not be permitted to leave the examination room during the last ten minutes of the examination period.
- Students will be informed as to what materials may be taken into the room. Materials not required for the examination must be placed in assigned lockers. Bags, books, notes, and any other hand-carried materials are to be deposited in areas designated by the invigilator and are not to be taken to the examination desk or table. (Handbags may be placed on the floor under the chair or in a location designated by the invigilator.)
- Programmable calculators, cellular telephones, pagers, and other communication devices are not permitted in the examination room.
- The invigilator has the authority to assign seats to students.
- Students shall not communicate with one another in any manner whatsoever during the examination.
- Students shall answer examination questions according to instructions provided on the examination papers.
- The invigilator will announce the conclusion of an examination, whereupon all writing will cease. The invigilator may refuse to accept the papers of students who fail to observe this requirement.
- Examination papers or materials issued for the examination shall not be removed from the examination room without the authority of the invigilator.
- Eating or drinking is not permitted in the examination room.
- A student found to have committed acts of plagiarism, impersonation, or cheating will be terminated from their program and from Michener.
- A student who is found to be in violation of any of the examination regulations listed above will be asked to leave the examination room and may be assigned a grade of "F" for that examination.

I accept the rules and conditions of the exam booking policy.

Signature

Date

STUDENT SUCCESS 2010-2011 TEST CENTRE

MONTH	DATE	TIME
September 2010	Wednesday, September 15 th Thursday, September 16 th Saturday, September 18 th	14:00-17:00h 09:00-12:00h 11:00-14:00h
October 2010	Wednesday, October 13 th Thursday, October 14 th Saturday, October 16 th	14:00-17:00h 09:00-12:00h 11:00-14:00h
November 2010	Wednesday, November 17 th Thursday, November 18 th Saturday, November 20 th	14:00-17:00h 09:00-12:00h 11:00-14:00h
December 2010	Wednesday, December 15 th Thursday, December 16 th Saturday, December 18 th	14:00-17:00h 09:00-12:00h 11:00-14:00h
January 2011	Wednesday, January 19 th Thursday, January 20 th Saturday, January 22 nd	14:00-17:00h 09:00-12:00h 11:00-14:00h
February 2011	Wednesday, February 16 th Thursday, February 17 th Saturday, February 19 th	14:00-17:00h 09:00-12:00h 11:00-14:00h
March 2011	Wednesday, March 16 th Thursday, March 17 th Saturday, March 19 th	14:00-17:00h 09:00-12:00h 11:00-14:00h
April 2011	Wednesday, April 20 th Thursday, April 21 st Saturday, April 23 rd	14:00-17:00h 09:00-12:00h 11:00-14:00h
May 2011	Wednesday, May 18 th Thursday, May 19 th Saturday, May 21 st	14:00-17:00h 09:00-12:00h 11:00-14:00h
June 2011	Wednesday, June 15 th Thursday, June 16 th Saturday, June 18 th	14:00-17:00h 09:00-12:00h 11:00-14:00h
July 2011	Wednesday, July 20 th Thursday, July 21 st Saturday, July 23 rd	14:00-17:00h 09:00-12:00h 11:00-14:00h
August 2011	Wednesday, August 17 th Thursday, August 18 th Saturday, August 20 th	14:00-17:00h 09:00-12:00h 11:00-14:00h