



Student Laptop Exam Procedures

I. PROCEDURE BEFORE EXAM PERIOD

A. Authorisation

Use of a computer to type an examination must be authorised by the lecturer in consultation with the Academic Principal.

B. Exam readiness

The Academic Principal will ensure each Sheridan-supplied laptop to be used:

- has Internet access disabled,
- has a fully charged battery, power adapter, mouse, and external keyboard (if needed)
- is included in the Invigilator materials.

The lecturer will:

- ensure any required software is pre-installed on the laptop (with IT staff support if needed)
- load the exam paper onto a USB and give it to the Academic Principal to check and to include in the Invigilator materials.

II. PROCEDURE ON THE DAY OF THE EXAM

A. Items to bring to the exam

The invigilator is to bring the exam on the USB and the laptop, adapter etc. to the exam room.

Students should bring a pen in case of a technical difficulty which requires the completion of the exam by handwriting.

Students are permitted to bring earplugs.

B. Set up and procedure on the day of the exam

Students should arrive in the exam room 10 minutes prior to the beginning of the exam.

The invigilator will give the authorised student the laptop to plug in and turn on.

During reading time the invigilator will give the student the USB to open and read the exam paper.

When the invigilator says "You may begin writing," the student may begin typing.

When the invigilator says "Stop writing," to indicate the exam has finished, students using laptops must stop typing immediately and save their answers.

The student must hand in the USB and the laptop to the invigilator.

C. Technical Difficulties

Time spent resolving computer failures will not be added to the time allowed for a student to complete an examination. However, individual faculty members will retain their traditional discretion in grading, including the making of such adjustments as they deem appropriate when grading examinations in which there has been a technical failure.