



Student Exam Guidelines

In-Person Exams

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College of the North Atlantic

Contents

Accommodations.....	1
Before the Exam.....	1
On the day of the exam	2
Permitted items.....	2
Prohibited items	2
Exceptions	3
Upholding Academic Integrity during the Exam	4
After the Exam	5

Accommodations

As soon as a person who requires accommodations registers for a program at CNA, they should begin the process of getting their accommodations document. This requires completing an accommodations form for each term and signing up to complete assessments at Accessibility Services. Any students requiring accommodation need to follow the established processes on their respective campuses. Please contact your Accessibility Services Coordinator (ASC) to discuss disability-related needs and any accommodations you may need to support you as you complete course assessments. The steps to access support are outlined on myCNA: [Accessibility Services](#).

If you apply for accommodations but have not received confirmation close to your exam date, you should contact your Accessibility Services Coordinator as soon as possible. Contact information can be found here: [Our Team](#).

Before the Exam

One week before the exam

1. Review College of the North Atlantic's [Academic Integrity Policy \(AC-123\)](#).
2. Confirm the date and time of your exam.
3. Read your instructor's instruction to double check the details of your exam, including format, length, and topics covered.
4. Make sure you know what materials you will need to write your exam and what materials you are allowed to bring into the exam room (e.g., calculator, pens, pencils, ruler, etc.).
5. Place these items in a clear bag. This bag will be checked before you enter the exam room.
6. Make sure to include your photo ID (either your student ID or a government-issued ID such as a driver's license or passport) in the clear bag. The exam invigilator will need to check your ID before you write your exam.
7. If you are writing a computer-based exam, make sure you know your college username and password. You will need this information to log into the college computer. If you have any questions about your CNA computer accounts, email the Help Desk: ols.help@cna.nl.ca.

On the day of the exam

1. Arrive at campus at least 20 minutes before your exam.
 - If you arrive **less than 30 minutes** late for your exam, you will be allowed to enter the exam room, but you will not be given any additional time to complete the exam. If you have an accommodation that includes extra time, you will be permitted to use that extra time but no additional time will be provided to make up the time missed at the beginning of the exam.
 - If you arrive **more than 30 minutes** late for the start of the exam, you will not be allowed to enter. Students who are prevented by illness or bereavement or other acceptable cause may apply for a deferred examination. There is no guarantee that this application will be approved. To apply for a deferred exam, you must complete the [Application for Deferred Examinations](#). This form must be submitted to the Student Services Office within two (2) days after the date on which the regular examination was scheduled.
2. Do not enter the exam room until you are directed to take your seat in the room.

Permitted items

You are **allowed** to bring the following items into the exam room:

- Water in a clear, closed container
- A clear bag containing pens, pencils, ruler, etc.
- Approved calculator, according to the exam cover page. You will need to show the invigilator a confirmation message like “Mem Cleared” or “RAM Cleared.”
- Other materials as indicated on the exam cover page or envelope.

Prohibited items

Unless you have a documented accommodation or exemption, you are **not allowed** to bring the following items into the exam room:

- Any electronic devices, including but not limited to laptops, tablets smartphones, smartwatches, headphones (wired or wireless).
- Outdoor coats

- Any other bags besides one clear bag. This includes pencil cases, purses, book bags, briefcases, etc.
- Texts, notes, extra paper, devices, etc. that are not listed on the exam cover page or envelope
- Any food or drink besides water in a closed, clear container.
 - Students may be required to write in spaces where drinking is prohibited, such as computer or science labs. In such cases, drinking is not allowed to ensure the safety of the equipment and environment.

If you have access to a locker on campus, store these items before heading to the exam room. If you do not have a locker on campus, the exam invigilator will tell you where you can safely store those items while you are writing your exam.

If you bring **any** prohibited material into the exam, you will be investigated for a possible violation of *CNA's Academic Integrity Policy* (2024, 2), which defines cheating as

The failure to follow defined instructions for the completion of academic work. Cheating may be intentional or accidental. It includes the **unauthorized use of information, materials, devices, sources, or practices when completing academic work.**

[AC-123 Academic Integrity](#)

Exceptions

Students may be permitted to bring prohibited items into the exam room for an acceptable reason. Students with a disability or a medical condition requiring testing accommodations should register with [Accessibility Services](#) as early as possible.

During the Exam

Upon entering the exam room:

1. Sit at a desk with an exam placed on it. Check to make sure it is the correct exam, especially if more than one exam is being written in the room at the same time.
2. Do not move desks or change papers or computers unless directed by an invigilator.
3. Place your photo ID (government-issued or student) on the top corner of your desk during the exam so that it is clearly visible.
4. If you begin to feel unwell during the exam, raise your hand and inform the invigilator.

5. Washroom breaks are permitted. Only one student is permitted to leave the room at a time.
 - If you need to use the washroom during the exam, raise your hand.
 - When the invigilator comes to your desk, request permission to use the washroom.
 - The invigilator will provide instructions about which washroom you are permitted to use.
6. All other breaks must be preapproved.
7. If you leave without consulting the invigilator, you will not be allowed back into the exam room.

Upholding Academic Integrity during the Exam

According to CNA's *Academic Integrity Policy (2024)*, students have the responsibility to be honest and ethical when they complete academic work, which includes when you write exams.

Whenever you attempt to use deceptive practices to help you get a better grade on an exam, you are being academically dishonest. This includes but is not limited to:

- Using unauthorized materials, devices, sources, or methods to **cheat** on an exam.
- **Collusion**, which is working with another student when you have been told to work individually.
- Having someone else **impersonate** you so they can write your exam.
- **Sabotaging** someone else to prevent them from completing an academic activity, including destroying their work, not participating in group work, or withholding information. This can include lying to other students about the exam.

If you bring any prohibited materials into the exam, speak to another student during the exam, or take any papers from the exam room, you will be investigated for violating the Academic Integrity Policy. Upon noticing any suspicious behaviour, the exam invigilator will come to you and quickly explain what they suspect. They will then document the possible misconduct, including what questions you had already

completed before they noticed the possible misconduct. They will then allow you to finish the exam.

The investigation into academic dishonesty will occur after the exam. Your instructor will follow up with you after the exam to meet and discuss the possible misconduct.

This will follow the [procedure for the Academic Integrity Policy \(AC-123-PR\)](#).

After the Exam

1. If you complete your exam before time is up, raise your hand and wait for an invigilator to collect your papers or confirm your exam was successfully submitted before logging out.
 - To ensure that students are not interrupted during key parts of the exam, you will not be permitted to leave the exam room during the first 30 minutes or the last 15 minutes of the exam.
 - If you request to leave the exam room during the first 30 minutes, you will have to sit quietly until the time has passed. The exam invigilator will let you know when you are permitted to leave.
 - If you request to leave during the last 15 minutes of the exam, you will need to sit quietly until the exam time is up.
2. The invigilator will announce when time is up. You must stop writing once the announcement is made and remain seated until an invigilator collects your papers or confirms your exam was successfully submitted before logging out.
3. You are not permitted to take any paper, including scrap paper, from the room. The invigilator will collect all paper.
4. For computer-based exams, make sure you log off your computer before leaving.
5. Exit the room quietly and remain quiet until you exit the building.