

Dear students,

As you know, final exams are an important part of assessing your grade. We have created a checklist to help you prepare. Make sure you've read and checked off each one before exam week.

We also want you to know about student wellbeing information and resources to support you during final exams:

[Student Development and Counselling](#)

[Academic Coaching and Tutoring](#)

[SAIT Health Clinic](#)

#### **Checklist:**

- Final exams may not occur during regular class times. Double check your exam schedule** on mysait.ca to confirm the **date and time** of your final examinations.
- The cut-off time to access your final exam is 30 minutes past the start time.** If you are more than 30 minutes late, as per policy [AC.3.3.1 Invigilation and Security of Examinations](#) you will not be allowed to complete your exam, and must immediately contact your academic chair.
- You are required to understand and uphold SAIT's student academic codes of conduct, and maintain academic integrity in the completion of online final exams. You can read SAIT's full policy on student academic conduct at these links: [AC3.4.3 Student Academic Conduct](#) and [AC.3.4.3 Schedule A – Examples of Student Academic Misconduct](#).
- Ensure you are **aware of the resources available to you during your exam** and **be prepared!** An open book exam does not mean you don't have to study. Get clarity from your instructor ahead of time.
- Make sure you will have a **quiet, distraction free space** to complete your exams. Have other **household members refrain from using the internet** during your exam.
- Check with your instructor beforehand for common **troubleshooting guidelines** in the event you experience any technical issues prior/during your online exam.
- Ensure you have any **login credentials or passwords** you will need to access your exam.
- Portable devices (i.e. laptops) should be plugged in for the duration of the exam to ensure you do not lose power.
- If you have an ethernet cable and can **plug your device in for the exam**, it is recommended.

- ❑ We encourage you to **test your bandwidth** prior to your online exams - [www.speedtest.net](http://www.speedtest.net) is a reputable site you may use. A speed of at least 6Mbps is preferable. **Before you start your exam, close all other open browsers and applications.**
- ❑ You are **not allowed to co-locate (to be in the same physical location as another student)** during an online exam. Exams are to be completed **independently** unless otherwise explicitly stated by your instructor. If you know that more than one student will be completing the same exam using the same internet connection or IP address, please discuss with your instructor ahead of time.
- ❑ **Do not attempt to communicate with other students once the exam starts.** If you are having difficulty, please communicate directly with your instructor.
- ❑ If you are permitted the use of an **online textbook resource** during your exam, you **may not copy and paste answers** into your exam. This is considered plagiarism and constitutes academic misconduct.
- ❑ If you are **sick or unable to write the exam for any reason**, please email your instructor and the academic chair for your program before the exam, if possible. The instructor or academic chair will follow up with you, and you **will be asked to complete a statutory declaration form that they will provide you** to indicate the reason for your absence. You must complete the declaration form and submit it to your academic chair **within 48 hours** of the missed examination.
- ❑ In the event of a **personal emergency** during an exam, communicate with your instructor prior to leaving an online exam, and request assistance if required. **Contact the academic chair** as soon as you are able following the emergency to determine your eligibility and process for examination completion.

Grades will be posted in a timely manner after the completion of your exam. Final grades are determined based on the sum of the component evaluations in each course. **Requests to increase your grade due to effort, attendance or alternative assessments will not receive a response.**