



## NATIONAL COMMITTEE ON ACCREDITATION

### Examination Guidelines and Rules

- Candidates must present photo ID upon registration.
- Cell phones, electronic devices, any type of personal digital assistant such as palm pilots, mp3 players, head phones or head sets of any kind, pagers, camera, radios, recording devices, wireless email or hand-held computers are not permitted in the examinations.
- If you have a cell phone contained within your personal belongings (which should not be at your desk), it **must** be turned off so that it does not disrupt anyone during the examination.
- These examinations are open-book and candidates are permitted to use reference materials during the examination.
- Permitted reference material include:
  - ❖ Course textbooks
  - ❖ Cases (downloaded from Quicklaw and the internet as long as the site appears on the first page – use your judgment).
  - ❖ Statutes and Acts (photocopies are acceptable)
  - ❖ Course syllabus
  - ❖ Dictionaries
  - ❖ Any materials that have been published
- Reference materials may be underlined, highlighted and tabbed.
- Small notes of 2-6 words per paragraph written into the margins of books, materials or tabs prior to today are acceptable.
- If materials have been downloaded from Internet sites, the site location (URL) should appear on all pages or on page one of the Lexis-Nexis notes.
- **NO PERSONAL (HANDWRITTEN OR TYPED) NOTES ARE ALLOWED EVEN IF THE SYLLABI STATES OTHERWISE**
- When time is called, you must immediately put down your pencils and close your answer booklet.
- Candidates must be considerate of other candidates at all times ensuring that they are quiet and respectful of the other candidates who may still be writing

- When the examination has ended, examination booklet containing questions and answers must be immediately placed back inside the envelope that you received them in.
- **If the examination booklet containing the questions is not found within the envelope at the end of the examination, the candidate will receive an automatic fail.**
- You are permitted to leave the examination after the first two hours.
- You may not leave the examination during the final 15 minutes. All candidates must remain seated until proctors have collected an examination envelope from each of the candidates present.
- Please remember to complete the information at the top left of each page of your examination pad. Please ensure you print your candidate file number on the top of each page in the space provided and to print the question number and page for each answer you complete (e.g. 1/1 for question 1, page 1 and 1/2 for question 1 page 2, etc.).

