

## Summary of Exam Requirement for Students

1. You must arrive for your exam at least 15 minutes before it is scheduled to commence.
2. You will not be permitted to sit the exam if you are more than 30 minutes late.
3. You **MUST** have your Deakin College student ID card with you for every exam you sit. You will not be permitted to enter the exam room without it.
4. No electronic equipment whatsoever, with the possible exception of a calculator, may be used in an exam.
5. Personal items (purse, wallet, mobile phone) may be brought into the exam and should be left underneath your desk. Do **NOT** leave valuables in bags at the end of the exam room. Mobile phones **MUST** be switched off. Any mobile phone which rings during an exam will be confiscated and not returned until the exam papers have been collected and placed into storage
6. Find out before end of the trimester whether your exam is 'Open Book' or 'Closed Book'.
7. Find out before the end of the trimester whether or not you can bring a calculator or a printed dictionary into the exam.
8. The penalties for misbehaving or having unauthorised material (cheating) in an exam are severe. Make sure you know beforehand what materials you can take into your exams. Any extraneous written material **must** be handed in before the exam commences. Students found with unauthorised material in their possession during an exam will have their paper cancelled.
9. Students who are ill during an exam may apply for special consideration using the form found on the student portal. An application for special consideration **MUST** be accompanied by supporting documentation and submitted within 2 working days of the exam.
10. Students who are prevented from sitting an exam (e.g. a car accident) may apply for a deferred exam using the special consideration form found on the student portal. An application for a deferred exam **MUST** be accompanied by supporting documentation and submitted within 2 working days of the exam.