**Course Number/Name**:

**Type of Exam and Year**: Ex: FINAL EXAM 2023

**Duration**: Ex: 2 hours and 30 minutes

**Total Marks**: Ex: 100 marks

Last Name:

First Name

Preferred First Name:

UBC Student #:

**EXAM PROTOCOL**

* DO NOT OPEN THE EXAM, TURN IT OVER OR LOOK INSIDE UNTIL YOU ARE TOLD TO BEGIN.
* Please place your UBC Student ID card and writing instruments on your desk for course assistants to check.
* Please place items such as pencil cases, coats, purses, backpacks, cell phones, notes, texts, etc., on the floor by your desk or at the front of the room.
* No wearing of digital watches, hats, or use of cell phones during exam.
* Examination candidates are not permitted to ask questions of the examiners or invigilators, except in cases of supposed errors or ambiguities in examination questions, illegible or missing material, or the like. If you have a question during the exam that falls in this description, raise your hand and wait for the Instructor or Course Assistant to come to your desk.
* If you must leave the classroom for a bathroom break, put up your hand and wait for the TA. When you leave your desk, you must leave your cell phone and digital watches on the desk OR with the TA. No exceptions – have the cell phone and watches ready.
* If you are done early, call one of the course assistants and he/she will pick your exam up.
* No leaving the exam room in the last fifteen minutes of the exam.
* When the exam time has finished, stop writing and pass your exam to the aisle as directed. During this time, you are still under exam conditions so please remain silent and seated at your desks.
* Examination candidates must conduct themselves honestly and in accordance with established rules presented in the MFRE exam protocol and additional rules/instruction for a given examination. Should dishonest behavior be observed by the examiner(s) or invigilator(s), pleas of accident or forgetfulness shall not be received.
* The invigilator(s) has the freedom to ask any examination candidate to change seats at any point during the exam.

**ADDITIONAL INSTRUCTIONS: (Add additional instructors if your exam has some)**

Examples include:

Calculators

Scrap paper

Formula sheets

Timing reminders

Writing protocol / Show work