QUEEN’S UNIVERSITY  
Kingston, Ontario  
Continuing and Distance Studies  
Regulations for Off Campus Exam Centres

A. ACADEMIC INTEGRITY:

1. In accordance with the Senate Report on Principles and Priorities, academic integrity provides a foundation for the “freedom of inquiry and exchange of ideas” fundamental to the educational environment at Queen’s University. As a member of the International Centre for Academic Integrity (ICAI), Queen’s subscribes to the definition of academic integrity “as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage.”

2. Breaches of academic integrity are considered entirely unacceptable within the University community and the student who commits such an offence runs the risk of a range of sanctions including a failure in the course or a requirement to withdraw from the University.

3. The following are some examples of activities that are prohibited during an exam:
   a) impersonating another student,
   b) copying from another student,
   c) making information available to another student,
   d) communicating with another student, or
   e) using unauthorized material

4. All breaches of academic integrity will be reported in writing to the instructor of the course, the Dean of the relevant Faculty, and Continuing and Distance Studies.

B. OTHER:

1. An examination in a given subject must be held at the exact date and hour specified in the timetable unless preauthorized by Continuing and Distance Studies.

2. No candidate is allowed to leave within thirty minutes after the distribution of the papers. A candidate who is late in entering the examination room must pass in his or her paper when the regular hour for closing the examination arrives.
3. Students will be supplied with paper, on which the examination will be written.
4. Students must hand in both the examination question paper along with their written responses at the end of their exam.
5. Food, drinks (except water - see 6. below), recording or playback devices, and other electronic communication devices such as a cell phone or smartphone are not permitted in the exam hall. Likewise, handbags, purses, and book bags are not permitted in an exam hall. Students should bring only essential items to the exam. The University assumes no responsibility for personal property lost in or near any examination hall.
6. Students may bring (transparent) bottled water in to the examination hall, unless local rules prohibit it.
7. Candidates who have not left their exam table prior to the final fifteen minutes of the exam will be required to remain at their exam table until dismissed by the Proctor.
8. Students must submit information about illness or other circumstances affecting their work to the relevant Faculty within twenty-four hours of the exam in the course concerned.
9. Failure to comply with the regulations listed above or with the instructions of an exam proctor may result in a written report by the Proctor which will be distributed to the instructor of the course, the Dean of the relevant Faculty, and the Exams Office.

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