

## TITLE: Procedure For Examination Review Sessions

To protect the confidentiality of the student's examination, the following rules must be respected:

- Only students that have registered to the review session will be allowed in the room.
- Students may have a pen or pencil as well as a calculator during the review. Everything else (i.e., backpacks, coats, electronic devices, etc.) must be left in an area of the room designated by the supervisor.
- Ten minutes before the start of the review, students will be permitted to enter the exam room in silence. Students must provide their student ID card to the supervisor in order to be allowed in the room and must then take their assigned seat.
- No student will be allowed in the room more than 15 minutes after the start of the review session.
- Exam booklets of the students who have not arrived within 15 minutes of the start of the session will be removed from the review session.
- Nothing is to be written on the examination itself, or taken away after the review session.
- Students are also not permitted to take notes on any other document.
- Students are not permitted to work in groups or discuss the marking of their examination with each other during the review session.
- Students can verify that their marks have been calculated properly. Any error in the calculation of the exam grade must be reported to the supervisor of the exam review session.
- At the end of the session, students must return their examination booklets to the supervisor in order to retrieve their student ID card.
- Students may refer to the section 3.5 of the Student Guide and Regulations if they wish to appeal a summative evaluation.