



Exam Planning Tip Sheet

Instructions

This Tip Sheet provides you with an overview of details that are important to know as you plan for your exams. Each section provides you some suggestions about where you might find the relevant information.

General exam details

Name of exam course

Exam date

Exam time

Exam modality (online / in-person)

Exam location / access information

Where to find this information

- Your course outline is the first place to look for final exam information. It will provide you with the exam format and will list whether your exam is a registrar-scheduled exam.
- You can access the schedule for all your registrar-scheduled in your Student Centre. Here are instructions for [how to access your final exam schedule](#) in your Student Centre.
- For courses that do not have registrar-scheduled exams, your course instructor will provide you with the details for your exam.

Exam format and content covered

1. What type of exam is it? Put a checkmark beside the type of exam.
 - Open book (materials that the instructor designates can be used and the exam is completed during a designated time period)
 - Take home (materials that the instructor designates can be used and the exam is completed over a set period of days)
 - Closed book (materials are not permitted and the exam is completed during a designated time period)
2. What type of questions will the exam have (e.g. multiple choice, short answer, essay)?
3. How many questions of each type will be included?
4. What content will be included on the exam (e.g. cumulative, second half of the term?)
5. What are the expectations about formally referencing course materials and other information you use in written responses?

Where to find this information

- You can often find some of these details within the course outline.
- Course instructors will also usually provide these details in class and you can ask clarifying questions to your course instructor as well during class or office hours.

What else do you need to know?

Open book or take-home exams

1. What materials can you use during the exam (e.g. lecture notes, textbook, Internet)?
2. What (if any) resources can you use to complete the exam (e.g. Writing Support Services, peers)?

Where to find this information

1. You can often find these details within the course outline.
2. Please clarify these details for every mid-term and exam with your course instructor to avoid academic integrity violations

In-person exams

1. What materials can you bring with you to the exam? What should you not bring?
2. What time should you arrive? Where will you sit?

Where to find this information

- [The Registrar's exam webpage](#).
- Your course instructor may identify additional items that can be used during the exam.

Online exams

1. What platform will you use to complete the exam (e.g. D2L)?
2. How is the time for the exam allocated (e.g. during class time, over a 24 period)?
3. Are you able to move freely back and forth between questions on the exam?
4. Are there any materials for the exam that need to be printed and /or downloaded in advance?
5. Who do you contact if you experience a technical issue?

Where to find this information

- Your course instructor will provide the answers to these questions. You can also ask about these details in class or during office hours if you are unsure.