



## Guidelines for Taking the Final Exams

1. In preparing for the Final Exams, be sure to review ALL the course materials before taking the exam. This includes the Review Quiz in Unit 8. Please keep in mind that you have only one attempt to take the Final Exam, so make sure to come prepared.
2. Make sure to read all exam instructions carefully in the learning guide in Unit 9 before taking the Final Exam. Similar to the Self-Quizzes and Graded Quizzes, you will be able to access your Final Exams through your course in Moodle.
3. Keep in mind that the Final Exam opens for **4 days** only (Thursday- Sunday), unlike the standard 7 full days for Learning Weeks (Thursday - Wednesday). Failure to take the exam during the exam period will result in a failing grade in the course or the exam itself.
4. Take the Final Exams as early in the exam period as possible, and not close to the deadline or last minute. This will allow time for you to receive help from relevant offices should any issue arise.
5. Take the Final Exam in a quiet place, using your computer, to avoid any distraction. Do not take your Final Exam on your smartphone.
6. If you encounter technical issues or system errors while taking the Final Exam, send an e-mail to your Program Advisor **immediately** with a description of the problem and screenshots that will provide us with a full picture.
7. If you are taking proctored exams, check in advance that your proctor received the exam's code. Remember, without the code you cannot take the Final Exam.
8. If you are taking a proctored exam, ensure that you have a confirmed time and date to meet with your proctor to take your exam. The proctor should be in the same place as you are when taking the exam.
9. If you are using ProctorU as a proctoring service for your Final Exam, you should create an account on their website in advance and schedule a time with them to take the exam. If during the exam you are having any issues, you should contact ProctorU directly at [help@proctoru.com](mailto:help@proctoru.com). You can watch the following movie to learn more on how ProctorU supervises the exam. <https://www.proctoru.com/students/>