



Final Exam Gym Procedure

Timing

- Punctuality is key for all staff members in order to be prepared for when students begin to arrive.
 - Protective Services (UAPS) - 8:00AM, 1:00PM
 - Registrar's Office staff - 8:15AM, 1:15PM
 - Instructors/TAs - 8:30AM, 1:30PM [*may arrive earlier - same time as UAPS - if preferred]

Procedure

- Staggered entrance for students to prevent a bottleneck in the holding area.
 - Depending on the size of the venue/number of students writing, we may start admitting students 15-20 minutes prior to the start time of the examination:
 - **IMPORTANT:** once students are seated they may not leave the gym until 30 minutes after the exam has begun.
 - Signage and repeated announcements will be made to remind students that all unauthorized electronic devices need to be powered off and put away.

Staffing

- Support Staff (Registrar's Office) - assist staff/students by answering their questions and providing direction.
 - Greet students/staff, confirm they are in the correct location, and provide information regarding gym procedure.
 - Help students find their seat, provide directions to other venues, and escort students to other gyms when required.
 - Exam paper distribution - assist instructors/TAs if required.