

**Exam/Test-writing protocol:**

- Except under significant extenuating circumstances, **ALL** exams must start on time, even if all students are not present.
- Before/During/After:
  - No student is permitted to leave the exam room **during the first thirty (30) minutes** of an exam. No student shall be permitted to enter the examination room after at least one other student who is writing the same examination has left the examination room.
  - No student **who arrives late** to an exam in a centrally administered location is permitted to write longer than the scheduled end-time for that exam.
  - A student who arrives **more than 30 minutes** after the start of the exam is **not** permitted to write the exam.
  - **After 30 minutes has passed, washroom breaks are permitted.** Only one student is allowed to leave the examination room at a time and will be escorted to the door of the washroom stall by an invigilator. Students must not take cell phones, electronic aids, or other materials into the washroom with them. Cell phones, electronic devices, paper and or any other materials must be left with the invigilator in the examination room.
  - No student will be permitted to re-enter the exam room, unless escorted by an invigilator as identified above, until all exam scripts have been collected.
  - During examination:
    - No cell phones (turn off) or electronic aids are allowed in the exam room
    - Place backpacks, purses, jackets, etc. against the wall – not on/under the desktop
    - No food during examination, no labelled water bottles allowed or coffee sleeve on take-away cup
    - Pen/pencil if a written exam; Laptop, Tablets only
    - No questions are permitted during the test/exam but may be written on the test or emailed to the instructor after the test/exam for consideration

**SDH Final Examination Results Policy:**

- Final examination results will not be released on UM Learn until:
  - Course coordinator(s) have reviewed the grades and examination analytics

- Director of the SDH has reviewed the examination results and has had an opportunity to request any information on the examination process/results, as required.
- Final examination results will be released within 5 business days of the end of the final exam period

### **SDH Progression Rules:**

In years DH 2 and DH3 the lowest acceptable grade is a "D" if the course is being taken for the first time (see below for a minimum requirement of repeated courses).

A minimum sessional grade point average of 2.0 in years DH 2 and DH 3 of the program is required to qualify a student for standing in that year. A student in years DH 2 and DH 3 who fails to obtain a minimum sessional grade point average of 2.0 and who is not granted supplemental privileges will be considered to have failed the year.

Except by special permission of Dental College Council, no student in years DH 2 and DH 3 may repeat more than one year of the program, nor may any single year be repeated more than once. The work requirements of any repeated dental hygiene course year may be modified at the discretion of the Dental College Council. The passing grade in each course of a repeated year in Dental Hygiene is "C".

A student in DH 2 or DH 3 who has obtained a grade of "F" in more than two subjects or who fails to obtain a sessional G.P.A. of 2.0 will be regarded as having failed the year and will be required to repeat the work of that year in a succeeding annual session.