

Allowable Examination Room Materials

STUDENTS MAY BRING

- Pens, pencils*, erasers
- Rulers
- Calculators (see below for additional information)

* pencils must be HB (or #2) for use with scan forms for EM1, LW1, QU1, PA1, and PA2 multiple-choice questions

ITEMS NOT ALLOWED

- Dry line eraser, correction fluid**
- Scrap paper
- Course materials (exceptions are allowed only for CM1, TX1, TX2, and Laurentian University exams)
- Smart phones, cellphones and all other electronic devices

** Dry line eraser corrections tend to rub off leaving the original answer exposed. The same is true for correction fluid that has not been allowed to dry sufficiently. As recommended by the examiners, neither is allowed. Students are required to erase (pencil) or cross out (pen) incorrect answers.

All necessary stationery will be provided (scrap paper is not allowed in the examination room). If students bring other items to the examination room, including coats, bags, knapsacks and briefcases, they will be required to leave them at the front or sides of the room during the examination. The invigilator is not responsible for such items.

Calculators

Students are permitted to use the calculator of their choice for CGA examinations provided it is a **nonprinting, silent calculator that has no more than two lines of display and no alpha keys (keys allowing text entry).**

Students are responsible for ensuring that the calculator batteries are fully operational. There will be no exchange or borrowing of calculators or batteries during the examination. No operating instructions will be allowed in the examination room.

Business Communication (CM1) Materials

Business Communication (CM1) students may bring into the examination room one (1) of the following:

- English-English dictionary
- Thesaurus
- Single bound combination English dictionary/thesaurus
- Translation dictionary

The reference document must be paper-based (not electronic) and may be highlighted, underlined, cross-referenced, tabbed or indexed. Students cannot include any study notes, module notes or loose papers within the dictionary or thesaurus, nor can there be any written notes beyond what the dictionary or thesaurus publisher has provided.

Personal & Corporate Taxation (TX1) and Advanced Personal & Corporate Taxation (TX2) Materials

Only the current Canadian *Income Tax Act* will be allowed as acceptable examination room material. If students are writing a deferred or supplemental exam *it is the students' responsibility* to ensure that they have the correct edition of the Canadian *Income Tax Act* for the session in which they will write the exam.

For example:

Income Tax Act (2010-11 Edition, CCH)* TX2 fall 2011 exam session

Income Tax Act (2011-12 Edition, CCH)* TX1, TX2 winter, spring, summer and fall 2012 exam sessions (as scheduled)

*Only this edition will be allowed

The *Income Tax Act* may be annotated. Annotations must be in the student's own handwriting. Students **MAY NOT** insert or affix any original or photocopied pages from any source, including the textbook, module notes, prior or practice examinations, assignments, marker comment sheets, and lecturer handouts.

- a) Annotations on permanent pages of the Act may be written in pencil or pen, and may include:
 - Notes drawn from prior examinations, assignments or marker comment sheets
 - Tips and hints suggested by markers, lecturers, and/or reviewers
 - Notes drawn from textbook or module notes
 - Notes drawn from Income Tax Bulletins or other course materials
 - Cross-references to module notes, textbook, Income Tax Bulletins or other course materials
- b) The Act may be tabbed with standard index sized tabs, or with post-it notes that are used for tabbing/indexing purposes only. Students using post-it notes for indexing may use none larger than 1-1/2" x 2". Larger post-it notes, or post-it notes used for any other purposes, are considered page additions and are **not** permitted. Only one (1) index tab or post-it note per page is allowed. Multiple tabs, or multiple post-it notes on a page, will be considered a violation of Allowable Examination Room Materials.
- c) The Act may be underlined and highlighted.

Formulas and present value tables

If applicable, formulas will be provided with the examination question papers. Present value tables are no longer included on any examinations. Students are expected to be able to use their financial calculators proficiently.

Laurentian University Courses

Laurentian University students will be allowed to use a dictionary or translation dictionary or thesaurus in the examination room for all Laurentian University courses. An electronic version of a dictionary/thesaurus is not permitted. The dictionary/thesaurus can be highlighted or underlined. Any student whose dictionary/thesaurus contains additional pages, or in any other way contravenes the allowable examination room materials, will have his or her dictionary/thesaurus confiscated by the invigilator at the end of the examination when the examination booklet is turned in. If the dictionary/thesaurus is found to contravene regulations, the student will be penalized according to the regulations outlined in the Laurentian University Policy Statement on Academic Dishonesty.

LU RM2 Allowable Materials

Research Methods in Management (RM2) students are allowed to bring the course textbook, *Business Research Methods* by Donald Cooper, into the examination room. Annotations are allowed and must be in the student's own handwriting. Students may not insert or affix any original or photocopied pages from any source, including textbooks, module notes, prior or practice examinations, assignments, marker comment sheets, and lecturer handouts.