Course Syllabus
Physiology and Pharmacology 3000e: The Physiology and Pharmacology Laboratory

Fall/Winter 2018-2019
Almost all our knowledge of physiology and pharmacology is based on the results of laboratory experiments. It was through carefully designed experiments that most of the information presented in lecture (Physiology 3120, 3140a and Pharmacology 3620) was obtained. The same experimental approach is being used to solve the many remaining mysteries about how the body works and how diseases are treated with medications. We believe that to thoroughly understand the science of physiology and pharmacology, one must understand the experimental basis. This course is targeted at learning the scientific method along with data analysis, which is applied in both disciplines of physiology and pharmacology. Therefore, the laboratory exercises are a fundamental part of the study of physiology and/or pharmacology.

Overall Objectives: These laboratory exercises will

1. introduce basic laboratory skills and methods.
2. illustrate the use of the scientific method, and the nature, complex and endless variability in scientific research.
3. demonstrate the physiological/pharmacological processes studied in class as they apply to a living organism or cell.
4. emphasize the limitations that exist in the methods used in scientific investigation and appreciate as science students, that one must continue to critically evaluate the material presented in lectures and textbooks.

Generally, the laboratory experiments are not cook-book in nature. Most experiments will involve groups of students who will entirely design or assist in the experimental design in order to study various aspects of a given topic. The students will develop a hypothesis and design the experiment around the hypothesis in order to test its validity.

Course Learning Outcomes: Upon completion of this course, successful students will be able to:

1. develop a hypothesis and design an experiment with appropriate controls to test the hypothesis
2. collect, organize, analyze and interpret scientific data, using appropriate experimental and mathematical tools
3. select the correct statistical test and apply it to a given data set
4. communicate experimental findings, data and concepts effectively to a diverse audience utilizing a range of formats such as laboratory reports, scientific posters and oral presentations
5. work and learn in both individual and collaborative ways, with others of diverse abilities
6. demonstrate an ethical approach to physiological and pharmacological research
Lectures:
There will only be one introductory lecture for the course at the beginning of the year. See the schedule below for details.

Online Pre-Lab Modules:
There will be multiple online pre-lab modules throughout the course. These modules must be completed before entering the lab and will be subject to evaluation through quizzes, assignments and exams (see below).

Laboratories:
Almost all lab activities will take place in Dental Sciences 2005 and 2010. Other location may be used and will be announced on OWL.

Tutorials:
There will be Pre- and Post-lab tutorials throughout the year. See the schedule below for details. The location of the tutorials will be posted on OWL.

Prerequisites: Biochemistry 2280A; either Chemistry 2213A or 2273A; one of Physics 1028A/B, 1301A/B or 1501A/B and one of Physics 1029A/B, 1302A/B or 1502A/B; and 1.0 course from: Applied Mathematics 1201A/B, 1413, Calculus 1000A/B or 1500A/B, Calculus 1301A/B or 1501A/B, Mathematics 1600A/B. A minimum average of 75% in the previous year is required. Open only to students who are registered in Years 3 or 4.

Corequisite(s):

Antirequisites: The former Physiology 3130z or Pharmacology 3580z.

Pre-or Corequisite(s): Either Physiology 3120 or Pharmacology 3620.

Extra Information: 3 laboratory hours, 1.0 course.

Senate regulation regarding the student’s responsibility regarding prerequisites:
Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.
Instructor Information:

Course Manager: Tom Stavraky (Tom.Stavraky@schulich.uwo.ca)

Lab Technicians: Boun Thai (DSB 2005a)
Chris Webb (DSB 2005a)

There are many faculty members involved in supervising various experiments in Physiology and Pharmacology 3000e and they vary throughout the year. Usually, there is a person in the department who is actively engaged in research in a particular area and who will be one of the local "experts" involved in supervising a particular experiment. If you have any questions concerning the material in any section of the course, you should take them to the faculty member supervising your experiment.

Please appreciate that all participants in this course have research, administrative and other teaching duties besides this course and may not always be available. The best arrangement is to make an appointment by e-mail for a time that is mutually convenient.

This course is supported by generous donations from the Science Student Donation Fund.

If you are a BSc or BMSc student registered in the Faculty of Science or Schulich School of Medicine and Dentistry, you pay the Science Student Donation Fee. This fee contributes to the Science Student Donation Fund, which is administered by the Science Students’ Council (SSC). One or more grants from the Fund have allowed for the purchase of equipment integral to teaching this course. You may opt out of the Fee by the end of September of each academic year by completing paperwork in the Faculty of Science Dean’s Office. For further information on the process of awarding grants from the Fund or how these grants have benefited undergraduate education in this course, consult the chair of your department or email the Science Students’ Council: info@westernssc.ca
## Physiology and Pharmacology 3000e Lab Schedule
### September 2018 to December 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Lab</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>Lab Rotation 1:</strong></td>
<td><strong>Introduction to Laboratory Methods in Physiology and Pharmacology</strong></td>
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<tr>
<td>Rot 1, Week 1</td>
<td><strong>Lab Introduction:</strong></td>
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<tr>
<td>Sept 12/13</td>
<td>• General lab information (30 min)</td>
<td>DSB 2005</td>
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<td>• Presentation on record keeping and OneNote (30 min)</td>
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<td></td>
<td>3:30PM:</td>
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<td>• <strong>Group 1:</strong> Meet your TA</td>
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<td></td>
<td>• Record keeping game (45 min)</td>
<td>Break out tutorial rooms</td>
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<td></td>
<td>• <strong>Group 2:</strong> Meet your TA</td>
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<td>• Ice breaker (15 min)</td>
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<td>• Ethics and Integrity (case study group work – 30 min)</td>
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<td>4:30 PM – above groups switch</td>
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<tr>
<td>Sun, Sept 16th</td>
<td>• Dilution module (online) released</td>
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<tr>
<td>Tue, Sept 18th</td>
<td>• Dilution assignment due on Tuesday at NOON</td>
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<tr>
<td>Rot 1, Week 2</td>
<td><strong>2:30 to 3:15 PM</strong></td>
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<tr>
<td>Sept 19/20</td>
<td>Group 1: Serial Dilution activity</td>
<td>-Serial dilution in DS 2010</td>
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<td>Group 2: <strong>Hypothesis and experimental design workshop/talk</strong></td>
<td>- Hypo/Exp design talk in DS 2005</td>
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<td><strong>3:15 to 4:00 PM</strong></td>
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<td></td>
<td>Group 1: <strong>Hypothesis and experimental design workshop/talk</strong></td>
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<td></td>
<td>Group 2: Serial Dilution activity</td>
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<td></td>
<td><strong>4:00 to 5:30 PM with their TA</strong></td>
<td>Break out tutorial rooms</td>
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<td>• Prelab for specific experiment (30 min)</td>
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<td></td>
<td>• Hypothesis Generation</td>
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<tr>
<td>Sun, Sept 23rd</td>
<td>• Stats module (online) released</td>
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<tr>
<td>Tues, Sept 25th</td>
<td>• Stats assignment due on Tuesday at NOON</td>
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<tr>
<td>Rot 1, Week 3</td>
<td><strong>Use of Animals in Research and Teaching talk (by ACVS approx 45 min)</strong></td>
<td>DS 2005 and 2010 See Map in lab</td>
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<tr>
<td>Sept 26/27</td>
<td>• Equipment lab and practice data collection (1 hr)</td>
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<td></td>
<td>• Finalize hypothesis and experimental design</td>
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<td></td>
<td>• Submit hypothesis and exp design for approval by end of lab</td>
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</table>
| Rot 1, Week 4  
October 3/4 | • Data Collection #1 – The real thing! | DS 2005 and 2010 Post Rotation 2 experimental descriptions |
| Rot 1, Week 5  
October 10/11 | • Fall Study Break | No Labs This Week |
| Mon, Oct 15th | Submit draft of 1st report. Must include introduction with hypothesis and methods section. | Submit through Turnitin on Owl |
| Rot 1, Week 6  
October 17/18 | • Data Collection #2 – The real thing, again! | DS 2005 and 2010 Sign up for rotation 2 online |
| Rot 1, Week 7  
October 24/25 | • Data Analysis – students will pool data but create individual figures for individual short report | DS 2005 and 2010 |

**Lab Rotation 2: Neurophysiology/pharmacology, Cellular Physiology/Pharmacology, Cancer Chemotherapy and drug disposition**

| Rot 2, Week 1  
Oct 31st /Nov 1 | • Introduction, Hypothesis Generation and Approval | DS 2005 and 2010 |
| Monday, Nov 5  
9:00 AM | **Submit short report:** max 3 pages (not counting figures or reference), double spaced text – Times New Roman font 12. Two figures. References: min 4, max 8. Margins – 1 inch | Report must be submitted to Turnitin on OWL |
| Rot 2, Week 2  
Nov 7/8 | • Data Collection #1 | DS 2005 and 2010 |
| Rot 2, Week 3  
Nov 14/15 | • Data Collection #2 and Analysis | DS 2005 and 2010 Post Rotation 3 exp |
| Rot 2, Week 4  
Nov 21/22 | • Poster Presentation 1 | DS 2005 and 2010 Sign up for rotation 3 |
| Rot 2, Week 5  
Nov 28/29 | • Poster Presentation 2 | DS 2005 and 2010 |
| Rot 2, Week 6  
Tuesday, Dec 4th | • Practical Lab Test | 7:00 PM Rooms TBA |
| Friday, December 7th | • Last day of classes | |

**Note - Lab attendance is mandatory!!**
## Physiology and Pharmacology 3000e Lab Schedule
### January 2019 to April 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Lab</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>Lab Rotation 3: Autonomic Nervous System, Respiratory, Renal and Cardiovascular</strong></td>
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<tr>
<td>Rot 3, Week 1</td>
<td>Introduction and Hypothesis Generation</td>
<td>Rooms TBA</td>
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<tr>
<td>Jan 9/10</td>
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<tr>
<td>Sun, Jan 13th</td>
<td>Scientific writing assignment released</td>
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<tr>
<td>Tue, Jan 15th</td>
<td>Scientific writing assignment due</td>
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<tr>
<td>Rot 3, Week 2</td>
<td>Data Collection #1</td>
<td>Rooms TBA</td>
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<tr>
<td>Jan 16/17</td>
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<tr>
<td>Rot 3, Week 3</td>
<td>Data Collection #2</td>
<td>Rooms TBA Post Rotation 4 exp</td>
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<tr>
<td>Jan 23/24</td>
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<tr>
<td>Rot 3, Week 4</td>
<td>Data Collection #3</td>
<td>Rooms TBA Sign up for rotation 4</td>
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<tr>
<td>Jan 30/31</td>
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<tr>
<td>Rot 3, Week 5</td>
<td>Data Analysis and Post Lab tutorial</td>
<td>Rooms TBA</td>
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<tr>
<td>Feb 6/7</td>
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<tr>
<td>Rot 3, Week 6</td>
<td>Drop-in Writing Help for Lab Report</td>
<td>DS 2005</td>
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<td>Feb 13/14</td>
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<tr>
<td><strong>Rot 3, Week 7</strong></td>
<td>Reading Week</td>
<td>NO labs this week</td>
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<td>Feb 20/21</td>
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<tr>
<td><strong>Mon, Feb 25th</strong></td>
<td>Hand in full-length lab report (see details in Rotation 2 [Full Lab Report Guidelines]).</td>
<td>Report must be submitted to Turnitin on OWL</td>
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<td>by 9:00 AM</td>
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<tr>
<td><strong>Lab Rotation 4: Bone, Endocrinology, Reproduction and Antibiotics</strong></td>
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<tr>
<td>Rot 4, Week 1</td>
<td>Animal handling and injection workshops Introduction and Hypothesis Generation</td>
<td>Rooms TBA</td>
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<td>Feb 27/28</td>
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<tr>
<td>Rot 4, Week 2</td>
<td>Data Collection #1</td>
<td>Rooms TBA</td>
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<tr>
<td>March 6/7</td>
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<tr>
<td>Rot 4, Week 3</td>
<td>Data Collection #2</td>
<td>Rooms TBA</td>
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<tr>
<td>March 13/14</td>
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<tr>
<td>Rot 4, Week 4</td>
<td>Data Collection #3</td>
<td>Rooms TBA</td>
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<tr>
<td>March 20/21</td>
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<tr>
<td>Rot 4, Week 5</td>
<td>Data Analysis and Preparation of Group Presentation</td>
<td>Rooms TBA</td>
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<tr>
<td>March 27/28</td>
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<tr>
<td>Rot 4, Week 6</td>
<td>Abstracts due by 4 PM of Monday/Tuesday Oral Presentation</td>
<td>Rooms TBA</td>
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<td>April 3/4</td>
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<tr>
<td>Rot 4, Week 7</td>
<td>Practical Lab Test</td>
<td>7:00 PM, Rooms TBA</td>
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<tr>
<td>Tuesday, April 9th</td>
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<tr>
<td>Wed, April 9th</td>
<td>Last day of classes</td>
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ATTENDANCE

Attendance in all labs and tutorials is mandatory. You will be working in groups of up to 9 students. In most cases you will be working as a group and all members will be involved in the experiment in some form. It is your responsibility to attend all the labs and work together as a group (except when writing up any individual reports). If you miss a lab without appropriate documentation for sickness or compassionate reasons, you will receive a mark of zero for that section of the labs. You will not be allowed to hand in a report or do a presentation.

PARTICIPATION IN THE EXPERIMENTS

All students are expected to participate equally in each experiment to help the group. If a student is making significantly fewer contributions to the experiment compared to the others in the group, that student will have 10% of his/her mark deducted from that particular experiment (this decision will be made by the TA/faculty supervisor and/or the lab co-ordinator).

Safety in the laboratory:
Use common sense!! Eating or drinking in the laboratory is absolutely forbidden.

Clean lab coats, name tags and safety glasses must be worn at all times.

Care must be taken when handling surgical instruments, glassware and solutions.

Special precautions must be taken when handling laboratory animals, for their safety as well as yours. Deep animal bites or scratches must be reported immediately to the faculty member in charge of that laboratory. If that person is not available, go immediately to the Student Health Services for treatment. An accident/incident report must be completed should there be an personal injury (https://www.uwo.ca/hr/safety/topics/accident.html).

Allergies: If you know that you are (or think you might be) allergic to any of the animals that you will be working with, get advice from your demonstrator or Laboratory Co-ordinator.

Special precautions associated with specific laboratories will be described at the appropriate time.
**Evaluations:**

**Lab exams**
There will be two exams just before the December and April exam periods – see the above schedule. The exams will be 90 minutes long and will contain a mix of multiple choice and written answer response questions.

*There will be 1 makeup exam should you miss the originally scheduled exam. This makeup exam is scheduled within one week of the original exam.*

*Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.*

**Lab report, poster and oral presentation**
Knowledge in any area increases if it is communicated effectively to others. One of the objectives of the laboratory component of this course is to give you guidance and practice in the preparation and presentation of experimental findings.

Three common methods of communicating results are the written research paper, usually published in a scientific journal, the poster presentation, and the oral presentation with abstract. The last two are usually given at a meeting of scientists with similar research interests. All three methods will be used in the laboratory component of this course.
Lab Evaluations

Rotation 1:
Dilution Assignment 2.5%
Stats Assignment 2.5%
Short Report (3 to 4 pages with 2 figures and 4 to 8 ref) 10%
Total 15%

Rotation 2:
One page lay summary of experiment 2.5%
Poster Presentation 15%
Total 17.5%

Rotation 3:
Scientific Writing and Plagiarism Assignment 2.5%
Full Length Lab Report (3000 words) 20%
Total 22.5%

Rotation 4:
Abstract (250 words) and Oral Presentation 15%
Total 15%

Other:
Lab book 10%
December exam (MCQ and short answer) 10%
Final exam (MCQ and short answer) 10%
Total 100%

Round and Bumping of Marks!!
Across the Basic Medical Sciences Undergraduate Education programs and within the department of Physiology and Pharmacology we strive to maintain high standards that reflect the effort that both students and faculty put into the teaching and learning experience during a course. Final grades on this course will be rounded to the closest whole integer, e.g. a 73.5 becomes a 74. We WILL NOT bump marks to the next grade, e.g. a 69 WILL NOT be bumped up to a 70, an 89 WILL NOT be bumped up to a 90, etc. The mark attained is the mark you achieved, and the mark assigned; there is no bumping to the next grade level.
Plagiarism:
Students must write their assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their source both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offense (see Scholastic Offence Policy in the Western Academic Calendar). Make sure you ask if you have any doubts about whether or not you may be plagiarizing. Please note that ignorance is not an excuse when it comes to plagiarism. It is your responsibility to check and ask. An online what is plagiarism pre-lab is included as part of this course in rotation 3.

The University of Western Ontario uses software for plagiarism checking. Students may be required to submit their written work in electronic form for plagiarism checking with Turnitin.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (http://www.turnitin.com).

Any fact or idea that you use that is NOT your own must be referenced. Do NOT reference web pages, you must reference peer-reviewed sources of information.

PLAGIARIZED reports are NOT accepted and will be given a mark of zero.

The reports are a personal effort and are to be written ONLY by you.

Reports must be submitted to Turnitin on the Physiology and Pharmacology 3000z OWL home page.
Absence for medical illness:

Students must familiarize themselves with the Policy on Accommodation for Medical Illness: https://studentservices.uwo.ca/secure/index.cfm

Statement from the Dean’s Office, Faculty of Science
If you are unable to meet a course requirement due to illness or other serious circumstances, you must provide valid medical or other supporting documentation to the Dean's office as soon as possible and contact your instructor immediately. It is the student's responsibility to make alternative arrangements with their instructor once the accommodation has been approved and the instructor has been informed. In the event of a missed final exam, a "Recommendation of Special Examination" form must be obtained from the Dean's Office immediately. For further information please see: http://www.uwo.ca/univsec/handbook/appeals/medical.pdf
A student requiring academic accommodation due to illness, should use the Student Medical Certificate when visiting an off-campus medical facility or request a Record's Release Form (located in the Dean's Office) for visits to Student Health Services.

The form can be found at: https://studentservices.uwo.ca/secure/medical_document.pdf

Cell Phone and Device Policy

The Department of Physiology and Pharmacology is committed to ensuring that testing and evaluation is undertaken fairly. For all tests and exams, it is the policy of the Department of Physiology and Pharmacology that any devices with a battery (e.g. cell phone, tablet, camera, watch, smart watch, ipod) are strictly prohibited. These devices MUST be left either at home or with the students bag/jacket at the front of the room and must not be at the test/exam desk (e.g. may not be in a pocket). Any student found with one of these prohibited devices will receive a grade of zero on the test or exam. Non-programmable calculators are only allowed when indicated by the instructor. The Department of Physiology and Pharmacology is not responsible for stolen/lost devices.
Special Examinations

A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents.

A Special Examination must be written at the University or an Affiliated University College no later than 30 days after the end of the examination period involved but will generally be written within one week of the original date. To accommodate unusual circumstances, a date later than this may be arranged at the time permission is first given by the Dean of the Faculty. The Dean will consult with the instructor and Department Chair and, if a later date is arranged, will communicate this to Registrarial Services. If a student fails to write a scheduled Special Examination, permission to write another Special Examination will be granted only with the permission of the Dean in exceptional circumstances and with appropriate supporting documents. In such a case, the date of this Special Examination normally will be the scheduled date for the final exam the next time the course is offered.

Appealing marks

Appeals must be made no more than 3 weeks after receiving the mark for each exam, assignment, presentation and must be accompanied by a written letter and supporting documentation. Final grade appeals must be received by June 30 in the same year the course grade was received.

Appeals must be based on one or more of the following grounds:

1. medical
2. compassionate circumstances
3. extenuating circumstances beyond the appellant's control
4. bias
5. inaccuracy
6. unfairness

University Support Services:

Registrar Services: [http://www.registrar.uwo.ca](http://www.registrar.uwo.ca)
Academic Counselling (Science and Basic Medical Sciences): [http://www.uwo.ca/sci/counselling/index.html](http://www.uwo.ca/sci/counselling/index.html)
USC Student Support Services: [http://westernusc.ca/service](http://westernusc.ca/service)
Student Development Services: [http://www.sdc.uwo.ca](http://www.sdc.uwo.ca)
Student Health Services: [http://www.shs.uwo.ca/](http://www.shs.uwo.ca/)

Students that are in emotional/mental distress should refer to Mental Health@Western [http://www.uwo.ca/uwocom/mentalhealth/](http://www.uwo.ca/uwocom/mentalhealth/) for a complete list of options about how to obtain help.
Exam conduct by the student (candidate)

1. Candidates are responsible for arriving at the examination room on time with adequate supplies (pens, pencils, erasers, calculator, current I.D. card) and may be admitted five minutes before the beginning of the examination. Upon entering the examination room, candidates will refrain from talking to or communicating with other candidates. Candidates will read any posted Instructions concerning seating and other arrangements within the examination room. Candidates must place their I.D. card on the left corner of the desk.

2. No candidate may leave the examination room during the first thirty minutes of the examination.

3. Candidates must sign the nominal roll which will be circulated by the proctor during the first thirty minutes of the examination.

4. Candidates arriving later than thirty minutes after the commencement of the examination will not be allowed to write the examination. Under such circumstances candidates should proceed to the Dean of their Faculty for instructions. In the case of evening or Saturday examinations, candidates should proceed to the Department of Admissions and Academic Records for instructions.

5. Candidates prevented from writing an examination by circumstances such as illness, or death in the family shall submit a written petition to the Dean of their faculty. A petition made because of illness should be accompanied by a medical certificate stating the time and duration of the illness, a petition for other reasons should be supported by evidence from a responsible person acquainted with the circumstances.

6. Candidates are forbidden to give information or to receive it from any other candidate during the examination.

7. Candidates will not make use of any books, notes, diagrams or other aids, unless authorized by the examiner, such authorization being clearly stated on the question paper. Candidates who bring any unauthorized notes, books or other aids into the examination room must leave them in an area designated by the Chief Proctor.

8. Smoking is not permitted in the examination room.

9. In the case of an emergency, candidates will be permitted to leave and re-enter the examination room only if accompanied by a proctor. Candidates may be granted permission to move to another available seat if they can provide a legitimate reason.

10. Candidates are responsible for ensuring that they receive the proper question paper.

11. Candidates will use only the approved answer form supplied (question paper, markex card, or answer booklet). When answer booklets are employed, candidates will use them even for rough work and will not write on any other paper. Pages will not be removed from answer books. Candidates must keep all papers on their desk.

12. Candidates who require additional answer books during the examination will not leave their seat but will attract the attention of the proctor by raising a hand.

13. Any suspected irregularities in the question paper or any unusual distractions in the vicinity of the candidates should be brought to the attention of the proctor (Senate, May 23 2958).

14. Upon completion of the examination, candidates will ensure that their student number, name, course number, book number and total number of books, and the name of the instructor are lettered legibly on all answer books. If more than one book has been used they should be numbered consecutively and placed inside Book 1. No answer books or parts of answer books will be taken from the examination room.
15. Candidates will not be allowed to leave the examination room during the last fifteen minutes. Under no circumstances including late arrival, will the time beyond the designated period be extended.

16. At the conclusion of the examination, candidates will remain seated until a proctor has collected their completed examination booklets. CANDIDATES WHO LEAVE THE ROOM AND NEGLECT TO SIGN THEIR NAME AND SUBMIT THEIR COMPLETED BOOKLETS TO THE PROCTOR WILL BE CONSIDERED AS NOT HAVING WRITTEN THE EXAMINATION.

STUDENTS MAY OBTAIN A COPY OF THESE REGULATIONS AT THE DEPARTMENT OF ADMISSIONS AND ACADEMIC RECORDS.

17. Use of cell phones, watches or any internet connectable device are strictly prohibited during all exams and tests. These items are not permitted to be with you at any time during tests and/or exams.