

Closed Book Examinations

On an exceptional basis only, graduate students whose primary language is not English and who have not completed a degree where the language of instruction/examination was entirely in English, may request permission to take a dual language dictionary into a Closed Book Examination. Please complete the form below and return it to the Assistant Dean, Graduate Program, by the deadline date indicated for the relevant term.

Students who are granted this permission are required to attend at the Records Office half an hour prior to the start of the examination with the dictionary they plan to use. The Assistant Registrar, Records will check the dictionary to ensure its contents do not violate the provisions governing Closed Book exams, and put a note on it, confirming that the student is allowed to take the dictionary into the examination. Failure to obtain the required notation from the Assistant Registrar, Records and the prior approval of the Assistant Dean, Graduate Program to use the dictionary during the examination will prohibit the student from taking it into the examination room.

USE OF DUAL LANGUAGE DICTIONARY IN CLOSED BOOK EXAM

STUDENT NAME	
STUDENT ID	
STUDENT EMAIL	

This form must be submitted to the Graduate Program Coordinator and the Assistant Dean of the Graduate Program by the add/drop deadline for the relevant term ([review the sessional dates](#)).

COURSE NAME	
COURSE NUMBER	
TERM (Fall or Spring)	
PROFESSOR	

I require the use of a dual language dictionary during the closed book exam for the above course because my primary language is not English and I have not completed a degree in which the language of instruction/examination was entirely in English.

STUDENT'S SIGNATURE	DATE:
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This student has requested the use of a dual language dictionary during the closed book exam for the above course.

PROFESSOR'S SIGNATURE	DATE:
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ASSISTANT DEAN, GRADUATE PROGRAM SIGNATURE	DATE:
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This form must be submitted to the Graduate Program Coordinator and the Assistant Dean of the Graduate Program by the deadline mentioned above for the relevant term.

If a completed form is not submitted by the deadline, you will not be permitted to bring a dictionary into the exam.