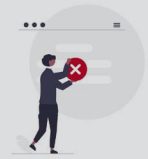


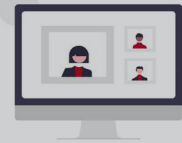
# ALPHA COLLEGE EXAM POLICY

If you face any technical issue during an exam you need to follow these 3 steps immediately:

**1** Take a screenshot of your full screen showing the connection issue. **The time & date must be in the picture.**



**2** Join the Google Meet call and inform your instructor of the issue. Provide as much details as possible.



**3** Send an email to **academicmanagement@slc-alpha.ca** and fill out an **academic issue form** with the details of what happened and the screenshot you took. If your internet is not working you need to call **(416) 640-0161** and report that you are having a technical issue with your exam.



If you have any other issue preventing you from writing your exam (i.e. medical emergency) you must inform your instructor before the start of the exam.

You must also submit an Academic Issue Form ([www.alphacollege.ca/academic-issue-form/](http://www.alphacollege.ca/academic-issue-form/)) with all supporting documentation within 10 days of your exam.