Computer Based Testing Facility (CBTF)
Guidelines for Students

WELCOME TO THE CBTF!

The UBC Computer-Based Testing Facility (CBTF) provides students with a consistent, reliable, and comfortable environment for exams. Please review the following guidelines in advance of your next visit to help ensure a smooth and equitable testing experience for all.

IMPORTANT NOTE: Proctors will begin checking in students 10 minutes before the session starts. To make sure you get your full time, you should aim to arrive 10 minutes before your scheduled session time.

Bags & Belongings
Put away all electronic devices such as smart watches, tablets, laptops in your bag, and place your bag on the CBTF shelves.

Phones
Phones may be placed in the pockets provided for quicker access. Proctors are **required** to report students for academic misconduct if **any** electronic devices are found after a session starts.

Food & Drink
In general, food or drink is not allowed in the CBTF but students are permitted to bring a closed-lid water bottles and a dry snack bar, if needed.

Student ID
Bring your physical UBC student ID and check in by tapping it. Once seated, keep it facing up on your desk for the entire exam.

Headphones
Wired headphones may be used with CBTF computers (classical music and nature sounds available). Wireless headphones are only allowed for CfA students.

Allowed Materials
Unless restricted by the instructor, students may use: calculator, dictionary, Paint, Notepad, and other exam-approved digital resources. Multiple tabs and browser windows are allowed.

Scratch Paper
You may only have **one sheet at a time**. To get another, raise your hand, return your sheet and get another.

Quiet Please
Keep your voices down at all times - the CBTF is a shared exam space, and maintaining a quiet environment helps everyone focus.

Assigned Seating
Sit only at the computer assigned to you during check-in. Proctors are required to report students for academic misconduct if students are not at their assigned seat.

Login
You will need your CWL to sign in to PrairieTest. Memorize your password and do not write it down on paper. Duo MFA is off on CBTF machines.

CfA Students
Many CfA accommodations (e.g., reduced distraction, extra time) are available in the CBTF. For more details, check our website.

Asking for Help
Proctors are not authorized to answer any content-related questions, speak to course-specific policies and grading schemes, or address potential ambiguities

Technical Difficulties
Raise your hand right away if you face a technical issue. Prompt reporting helps ensure you don't lose exam time. Incase of time loss, proctors may grant up to 10 extra minutes.

Before You Leave
Log out of your machine, return your scratch paper to the proctor desk, clean your station, and make sure to throw away any garbage on your way out.

Thanks for following these guidelines and helping us make CBTF a safe and supportive space for everyone! Good luck!