

BCIT ONLINE LEARNING
COMM 1103 INTRODUCTION TO BUSINESS AND TECHNICAL CORRESPONDENCE



MANDATORY IN-PERSON FINAL EXAM

1. The final exam must be taken in-person on the last scheduled day of the course.
2. You must take the final exam in-person on the **time** and the **day** outlined below.
3. The designated final exam slot for this online class is on Friday, March 29, 2019, from 6:30PM to 9:30PM.
4. Before you register, please ensure that you are able to take the final exam at the designated time.
5. **Request to reschedule your final exam will NOT be considered** (with the exception of documented family and medical emergencies).
6. On the day of the examination, you will be required to produce a valid/official photo identification (myBCIT student card, driver's license, or passport) for identification purposes. Without the required photo identification, you will not be permitted to take the final exam.
7. Failure to show for the final exam will result in a failure (%F) grade in the course.
8. If you live outside 100km from BCIT, you will arrange to take the final exam on Friday, March 29, 2019, at one of BCIT's network of approved Test Centres within Canada. Please notify your instructor and contact us at cecomm@bcit.ca by February 1, 2019, for instructions on how to set-up your proctor exam. You are directly responsible for all invigilation fees and related cost.

COMM 1103 FINAL EXAM SCHEDULE

DATE: Friday, March 29, 2019

START TIME: 6:30PM

END TIME: 9:30PM

LOCATION: BCIT Burnaby Campus (Room TBA)

ARE YOU IN THE RIGHT COURSE

If you do not have [English 12 "C+" or equivalent](#), YOU CANNOT TAKE COMM 1103. If you passed English 12 with less than "C+", you can take [COMM 1106](#). Please call 604.434.1610 to transfer into COMM 1106 before the start date.

THIS IS NOT A SELF-PACED COURSE

There will be specific timelines for assignments and exams. You will have readings, discussions, peer review, and assignments to complete each week (although you do NOT have to be online at a particular time or on a particular day). Your weekly participation is essential to succeed in this course.

COURSE TEXTBOOK: Business Communication Essentials Custom by Bovee

You can purchase your textbook [online](#). If you have questions, call the BCIT bookstore at 604.412.7402.

COURSE REFUND AND WITHDRAWAL DEADLINES

Please read and familiarize yourself with the [refund](#) and [withdrawal](#) policies. If you have questions, call 604.434.1610.