

**BCIT ONLINE LEARNING**  
**COMM 2203 BUSINESS AND TECHNICAL REPORTS**



**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, April 5, 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, April 5, 2019, at one of BCIT's network of approved Test Centres within Canada. Please notify your instructor and contact us at [cecomm@bcit.ca](mailto:cecomm@bcit.ca) by February 8, 2019, for instructions on how to set-up your proctor exam. You are directly responsible for all invigilation fees and related cost.

**COMM 2203 FINAL EXAM SCHEDULE**

**DATE:** Friday, April 5, 2019

**START TIME:** 6:30PM

**END TIME:** 9:30PM

**LOCATION:** BCIT Burnaby Campus (Room TBA)

**DID YOU KNOW THAT COMM 2003 IS EQUIVALENT TO COMM 2203**

All [COMM 2003](#) classes meet face-to-face. If you prefer to take a face-to-face class instead of an online class, you may switch to COMM 2003. This course covers the same content as COMM 2203, but has an additional half hour per class of English language and communication development. If you took COMM 1106, you should take COMM 2003 to continue to work on your grammar and language skills. Please call 604.434.1610 to transfer into COMM 2003.

**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.