

Administration of Examinations

Subject:	Administration of Examinations
Sections:	Administration of Examinations ; Instructions for Candidates during Examinations ; Allocation of Proctors ; Duties of Chief Proctors during Examinations ; Duties of Proctors ; Division of Responsibilities ; Submitting Examinations to Examination Services for Accommodated Examinations
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Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	Examination Conflicts
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ADMINISTRATION OF EXAMINATIONS

The Registrar is responsible for administering examinations scheduled (by the Registrar) within the regular examination periods designated by Senate.

NOTE: For the purposes of the following policies, references to “Associate Dean (Academic) or designate” are to be interpreted as “the Office of the Director of their respective School or Program” for students in the Faculty of Health Sciences.

INSTRUCTIONS FOR CANDIDATES DURING EXAMINATIONS

1. Candidates are responsible for arriving at the examination room on time with adequate supplies (pens, pencils, erasers, calculators, current I.D. card) and may be admitted five minutes before the beginning of the examination. Upon entering the examination room, candidates will refrain from talking to or communicating with other candidates. Candidates will read any posted instructions concerning seating and other arrangements within the examination room. Candidates must place their I.D. card on the left corner of the desk.
2. No candidate may leave the examination room during the first 30 minutes of the examination.
3. Candidates must sign the nominal roll which will be circulated by the proctor during the first 30 minutes of the examination.
4. Candidates arriving later than 30 minutes after the commencement of the examination will not be allowed to write the examination. Under such circumstances, candidates should advise the Chief Proctor of their situation and then proceed to the Associate Dean (Academic) or designate of their faculty for instructions. In the case of evening or weekend examinations, candidates must proceed to the Office of the Associate Dean (Academic) or designate for instructions the next business day.
5. Candidates prevented from writing an examination by circumstances such as illness or death in the family shall submit a written petition to the Associate Dean (Academic) or designate of their faculty. A petition made because of illness should be accompanied by a completed Student Medical Certificate as set out in the *Policy on Academic Consideration – Undergraduate Students in First Entry Programs* [available on the University Secretariat website]. A petition for other reasons normally should be supported by evidence from a professional acquainted with the circumstances.
6. Candidates are forbidden to give information to, or receive it from, any candidate or person other than an examination proctor, during the examination.
7. Candidates will not make use of any books, notes, diagrams, communication equipment, computer programs or software or other aids unless authorized by the examiner, and such authorization being stated clearly in the examination. Candidates who bring any unauthorized notes, books, communication equipment, computer programs or software or other aids into the examination room must leave them in an area designated by the Chief Proctor or refrain from accessing them during the examination in the case of computer software or programs.
8. Smoking is not permitted in the examination room.

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9. In the case of an emergency, candidates will be permitted to leave and re-enter the examination room only if accompanied by a Proctor. Candidates may be granted permission to move to another available seat if they can provide a legitimate reason.
10. Candidates are responsible for ensuring that they receive the proper examination.
11. Candidates will use only the approved answer form (question paper, markex card, computer program or answer booklet) supplied. When answer booklets are employed, candidates will use them even for rough work and will not write on any other paper. Pages will not be removed from answer books and files generated through the use of computerized exams must not be saved for future reference. Candidates must keep all papers on their desk.
12. Candidates who require additional answer books during the examination will not leave their seat but will attract the attention of the Proctor by raising a hand.
13. Any suspected irregularities in the question paper or any unusual distractions in the vicinity of the candidates should be brought to the attention of the Proctor.
14. Upon completion of the examination, candidates will ensure that their student number, name, course number, book number and total number of books, and the name of the instructor are lettered legibly on all answer books or entered in the appropriate electronic fields. If more than one book has been used, they should be numbered consecutively and placed inside book one. No answer books or parts of answer books will be taken from the examination room.
15. Candidates will not be allowed to leave the examination room during the last 15 minutes. Under no circumstances, including late arrival, will the time beyond the designated period be extended.
16. At the conclusion of the examination, candidates will remain seated until a Proctor has collected their completed examination booklets. Candidates who leave the room and neglect to sign their name and submit their completed booklets to the Proctor or neglect to appropriately electronically submit their examination will be considered as not having written the examination.

ALLOCATION OF PROCTORS

1. At least two Proctors normally shall be required to be present in each examination area.
2. The Registrar shall advise each department (or faculty where applicable) of the number of Proctors and Chief Proctors required for each examination scheduled

for the department.

3. The Department Chair in turn shall advise the Registrar of the name of the Chief Proctor for each examination. In those cases where the Chair is unable to assign a sufficient number of Proctors, the responsibility shall rest with the Dean of the faculty.
4. All information given or decisions taken that are pertinent to the conduct of an examination shall be recorded in writing on the nominal roll and reported to the Registrar by the Chief Proctor.

DUTIES OF CHIEF PROCTORS DURING EXAMINATIONS

The Chief Proctor shall be responsible for the conduct of examinations in the examination room. To this end, for the start of the examination the Chief Proctor shall:

1. Be familiar with the instructions for candidates regarding conduct.
2. Be at the examination room 30 minutes before the start of the examination to receive the sealed examination package or have the appropriate electronic examination ready.
3. Verify the contents of the examination package (i.e., examination papers, computer files, nominal rolls, information for Proctors). Any discrepancies are to be reported immediately to the Office of the Registrar.
4. Distribute examination papers, supplies, etc., to the individual Proctors who will then be responsible for distributing them. The seating plan provided will indicate the row numbers for separate examinations.
5. Use blackboards to advise students of the row numbers for separate examinations.
6. Inform all candidates regarding any special instructions related to the examinations being written and the procedure to be followed at the end of the examination. No student may leave the examination room during the last 15 minutes of the examination.
7. Collect signatures on the nominal roll and check the I.D. card of each student during the first 30 minutes of the examination.
8. Ensure that students are monitored at all times, including during those examinations being proctored off campus. If an incident occurs, the Chief Proctor is expected to document appropriately all details relating to the incident and

where possible, confiscate any unsanctioned materials.

9. Record the name and student number of any student who arrives more than 30 minutes late for an examination and forward this information to the Associate Dean (Academic) or designate.

If a student becomes ill during an examination:

1. The Chief Proctor should take such actions as may be appropriate and should note the circumstances and other relevant details on the student's examination booklet.

If a student is suspected of cheating during an examination:

1. The Chief Proctor should document the incident as fully as possible, including the name and seating location of students writing in the immediate vicinity, the time at which the incident occurred, and a description of the behaviour observed.
2. At the conclusion of the examination, the Chief Proctor should secure any evidence bearing upon the suspected behaviour as may be available, and should report the matter to the Office of the Associate Dean (Academic) or designate.

If there is a fire alarm, loss of power or other emergency during an examination:

1. If the examination has not started, the decision about whether or not to cancel the examination rests with the Chief Proctor. If there is only a short delay, it may be possible to start the examination once it is safe to re-enter the building.
2. The Chief Proctor must determine how much additional time should be granted the students.
3. If the delay lasts longer than one hour, it is recommended that the examination be cancelled.
4. If students have seen the examination, the examination should be cancelled and students advised that they should consult the Associate Dean (Academic) or designate about the makeup examination. However, any examinations already submitted will normally be graded.

At the conclusion of the examination, the Chief Proctor is responsible for:

1. The orderly conduct of the students during the collection of booklets.
2. The sorting and distribution of all completed examination booklets to the appropriate Proctors in the examination room. (Proctors must verify receipt of booklets by signing the nominal roll.)

3. The return of unused examination booklets to a neat stack at the front of the examination room.
4. The delivery of verified nominal rolls to the Department Chair (or for interdisciplinary courses, to the appropriate Associate Dean (Academic) or designate) following the examination.

DUTIES OF PROCTORS

The Proctors will be responsible to the Chief Proctor for:

1. Arriving at the examination room 30 minutes before the start of the examination.
2. Performing those duties assigned by the Chief Proctor.
3. Collecting the completed examination booklets at the conclusion of the examination [Candidates will remain seated until a Proctor has collected their completed examination booklets. Candidates who leave the room and neglect to sign their name and submit their completed booklets to the Proctor will be considered as not having written the examination.]
4. Verifying receipt of completed booklets by signing the nominal roll.
5. Collecting the unused departmental supplies and returning them, and the completed examination booklets, to the department.

DIVISION OF RESPONSIBILITIES

The Registrar shall be responsible for:

1. Notifying Chairs of departments (and Deans of faculties or registrars of Affiliated University Colleges where applicable) of Senate regulations and policies (e.g., deadlines) regarding examinations.
2. Collecting and processing information submitted by department Chairs (and Deans of faculties or registrars of Affiliated University Colleges where applicable) regarding the scheduling of examinations.
3. Accommodating, where possible, special scheduling requests approved by Deans.
4. Preparing the examination schedules within the constraints imposed.
5. Distributing the preliminary and final examination timetables by the established

Senate deadlines.

6. Assigning examination rooms for examinations scheduled by the Registrar.
7. Maintaining the confidentiality of examination papers.
8. Printing, storage and delivery of examination papers received by the established Senate deadlines.
9. Notifying department Chairs of Proctor requirements.
10. Delivery of examination answer booklets and nominal rolls.
11. Maintaining security of any answer booklets returned to the Registrar from examination rooms.
12. Administration of Conflict Rooms.
13. Reporting to Deans of faculties any deadlines that have not been met.
14. Collection of fees for Special Examinations.
15. Administration of Special Examinations to be arranged by the Registrar.

Associate Deans (Academic) or designates shall be responsible for:

1. Approving special scheduling requests.
2. Approving take-home or optional examinations.
3. Approving unusual time allotments for examinations.
4. Approving Special Examinations.
5. Resolving examination conflicts (see policy on Examination Conflicts).
6. Ensuring that departments meet established Senate deadlines.
7. Dealing with students who arrive late at an examination.
8. Notifying department Chairs of their responsibilities where Senate deadlines are not met.

Chairs of departments shall be responsible for:

1. Submitting information regarding the scheduling of examinations to the Registrar by the established Senate deadlines.
2. Assigning Proctors in accordance with the numbers specified by the Registrar.
3. Submitting examination papers for printing to the Registrar by the established Senate deadlines.
4. Delivering examination supplies (and papers where applicable) to appropriate areas.
5. Picking up examinations which have been written in the Conflict Room during the first working day following the examination date.
6. Monitoring and storage of returned nominal rolls.

Students shall be responsible for:

1. Notifying their Associate Dean (Academic) or designate of Sabbath and Holy Day commitments by the course "Add" deadline of the appropriate term, as set out in the policy on Accommodation for Religious Holidays.
2. Checking the preliminary and final timetable postings.
3. Notifying the Registrar of any examination conflicts.
4. Notifying their Associate Dean (Academic) or designate of examination conflicts or personal conflicts requiring approval of a Special Examination.
5. Familiarizing themselves with the rules for conduct of examinations as stated in the policy on Administration of Examinations.

SUBMITTING EXAMINATIONS TO EXAMINATION SERVICES FOR ACCOMMODATED EXAMINATIONS

All instructors must submit examinations to Examination Services a minimum of two business days prior to the scheduled accommodated examination. Where Braille text is needed, the examination must be received a full week prior to the scheduled examination.

Missing the two business day submission deadline could result in one or more of the following:

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1. The instructor and/or department may become responsible for administering all aspects of the student's examination accommodations. This would be possible only when extra time and a quiet space environment are identified as the student's recommended accommodation from the Student Development Centre.
2. The department may be billed for the costs associated with Examination Services administering the examination on a last-minute basis, i.e., costs associated with staff overtime or special weekend staffing.
3. The examination may be cancelled and rescheduled for a future timeframe. The instructor would then potentially be responsible for the creation of a new examination paper. The timeline for the rescheduled examination would incorporate the Examination Services two business day submission deadline.

Last Reviewed:

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