



OFFICE OF THE REGISTRAR

Policy Documents

To: Academic Council

From: Joe Stokes, Registrar

Re: Final Examination Directives

Date: 20 March 2018

Motion: That Academic Council approve the Final Examination Chief Proctor and Emergency and Disruption Directives.

As a follow up action from the recently approved changes to the Examination and Grading Policy and associated procedures, the attached directives provide frameworks to guide course instructors and proctors in the effective administration and supervision of final examinations, as well as guidance in the event of a disruption during a final examination.

Attachments:

Final Examination Chief Proctor Directives
Final Examination Emergency and Disruption Directives



Classification	<i>To be assigned by Policy Office</i>
Parent Policy	
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	

FINAL EXAMINATION CHIEF PROCTOR DIRECTIVES

PURPOSE

1. The purpose of these Directives is to provide a framework to guide course instructors and proctors in the effective administration and supervision of final examinations.

DEFINITIONS

2. For the purposes of these Directives the following definitions apply:

“Examination” means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

“Final Examination” means an Examination scheduled during the Final Examination Period.

“Chief Proctor” means a designated individual assigned by the Registrar’s Office to oversee the administration and supervision of Final Examinations that involve students from different faculties that share the same examination room. The Chief Proctor will assist course instructors and proctors with the Final Examination preparation and completion. Please note that for single-section courses the instructor of the course is considered the Chief Proctor. For multi-section courses, the course coordinator normally serves as the Chief Proctor. If no course coordinator has been assigned, the Faculty will designate a Chief Proctor.

“Proctor” means a designated individual assigned by a faculty to assist with the administration and supervision of Final Examinations. Proctors are to follow the same Directives as outlined for Chief Proctors throughout this document.

SCOPE AND AUTHORITY

3. These Directives apply to administration and supervision of Final Examinations.
4. The Registrar, or successor thereof, is responsible for overseeing the implementation, administration and interpretation of these Directives.

DIRECTIVES

5. **Room Preparation**

- 5.1.** In preparation for a Final Examination, the Chief Proctor must:
- a)** Arrive at the examination room at least 30 minutes prior to the start of the Final Examination scheduled in a standard examination room and one hour prior to the start of a Final Examination scheduled in a gymnasium,
 - b)** Distribute examination materials (e.g. examination paper, Scantron, etc.) to each seat before students are permitted to enter the examination room, and
 - c)** Refer to the standard cover page sheet accompanying the exams for special seating instructions.

6. Student Entry and Attendance

- 6.1.** Students will be permitted to enter a standard examination room 20 minutes prior to the start of an examination. If the Final Examination is scheduled in a gymnasium, students will be permitted for entry at least 20 minutes prior to the start of an examination. As students enter the examination room, the following announcements are to be made by the Chief Proctor:
- a)** “Students must present their current student ID card prior to starting this examination. Please place your current student ID card on your desk as soon as you are seated.”
 - b)** “If you do not have your valid student ID card with you, please go immediately to the Campus ID Office to obtain a temporary card.”
- 6.2.** It is the responsibility of the Chief Proctor to confirm the attendance of students by verifying student ID cards to the Final Examination class list prior to the start of the examination.
- a)** Students must present their student ID, issued for the current academic calendar year, at each Final Examination. Students should place their valid student ID card on their desk as soon as they are seated.
 - b)** If a student arrives late to the Final Examination, the Chief Proctor must check the student ID card as he or she enters the examination room.
- 6.3.** If a student fails to produce a valid student ID card, he or she is required to immediately obtain a temporary examination card from Campus ID Office.
- a)** No extension of the Final Examination will be permitted to compensate for any resulting delays.
- 6.4.** If a student arrives after the start of the Final Examination, he or she will only be permitted to write the examination if arrival is within the first third of the examination (i.e. first hour for a three hour examination, 40 minutes for a two hour examination). No additional time beyond that will be granted.

7. Examination Material

- 7.1. The Chief Proctor must ensure that only authorized items for use during the examination are to be at a student's desk.
 - 7.2. All personal belongings are to be left at the front or back of the examination room for pick-up at the conclusion of the final examination. These items include but are not limited to: jackets, hats, knapsacks/bags, phones, and personal devices.
 - a) Students are permitted to leave their wallet and/or a small purse under their examination chair for security reasons.
 - 7.3. The Chief Proctor must ensure that all hallways and emergency exits are cleared of personal belongings.
- 8. Preliminary Announcements**
- 8.1. Once the students are seated, the Chief Proctor will make the following announcements:
 - a) "Your attention please. This examination(s) is for [course name(s)]. Do not turn over, or begin writing the Final Examination, until you are instructed to do so."
 - b) "You will have exactly [duration] to complete the Final Examination. If you need to leave the examination room for any reason, such as to use the washroom or for a medical reason, then please raise your hand and someone will attend to you."
 - c) "You will not be permitted to hand in the Final Examination and leave the examination room during the first hour. You will also not be permitted to hand in the Final Examination and leave the examination room within the last 15 minutes. During this time you must remain seated until the Final Examination time has expired."
 - d) "Please write your name and student number on each answer booklet."
 - 8.2. The Chief Proctor will then outline the evacuation protocol:
 - a) "In the event that there is a STAGE 1 Fire Alarm during this examination: You should remain at your desk and continue writing your examination. Personnel are on site to investigate the cause of an alarm and will report this to Security. Security will make a P.A. announcement to keep us advised. If it is determined to be a false alarm, the impact of the disruption will be assessed and the examination time may be extended up to 30 minutes."
 - b) "If the alarm goes into a STAGE 2 Fire Alarm, Security will make a P.A. announcement to evacuate. Security personnel will assist us in vacating the building. At no time will you be directed to stay in a room in which your personal safety or security is at risk. If we are instructed to leave the examination room, you must do so as quickly and as safely as possible by the closest safe exit, leaving all personal belongings behind. All examination materials must be left on the desk."

- 8.3.** The Chief Proctor will then announce:
 - a)** “The time is now [time]. The examination will end at [time]. You may begin.”
- 8.4.** If the start of the examination is delayed, the examination may proceed with additional time of up to 30 minutes to compensate for the late start.

9. Examination Supervision

- 9.1.** While the examination is in progress, the Chief Proctor will quietly walk among the students.
- 9.2.** The Chief Proctor must be sure to watch for students who have raised their hands for assistance.
 - a)** If a student needs to use the washroom, a Proctor must accompany them there and have them return to the examination room as quickly and as quietly as possible. Only one student at a time is permitted to use the washroom.
 - b)** Be cautious when answering questions that students may have regarding examination content. These cases should be addressed by the course instructor if possible.
- 9.3.** The Chief Proctor will be alert to any suspicious behaviour referenced on the Incident Report – Violation of Examination Protocol Form provided.

10. Violation of Examination Protocol

- 10.1.** Where there are reasonable grounds to believe a violation of the examination protocol has occurred, the Chief Proctor has the authority to:
 - a)** Ask the student to move to a seat that is more easily monitored.
 - b)** Remove any materials or devices not authorized for use in the examination and keep such materials until the student has completed the examination.
 - c)** Search through personal belongings to remove evidence of the violation. Ensure that this must be done in the presence of the student and another Proctor.
 - d)** Ask the student to produce evidence of the violation where the Chief Proctor believes that he or she has hidden it.
 - e)** Record the questions that had been answered prior to the alleged violation on the Incident Report – Violation of Examination Protocol Form and the examination material if applicable.
- 10.2.** Under no circumstances should the Chief Proctor touch the alleged offender.
- 10.3.** In all cases, a student should be permitted to finish writing the final examination. At the conclusion of the examination, the Chief Proctor must make a note of the time

and details of the alleged offence, including any refusal to cooperate, on the Incident Report – Violation of Examination Protocol Form.

- a) The Chief Proctor should explain to the student that the status of his or her examination is in question and set it aside.
- b) All evidence should be gathered for review of incident by the course instructor or faculty.
- c) The Chief Proctor must submit the Incident Report – Violation of Examination Protocol Form to the Faculty’s Academic Advising Office.

11. Examination Conclusion

- 11.1.** The Chief Proctor will make the following announcement 15 minutes before the end of the examination:
 - a) “Your attention please. The final examination will end in 15 minutes. Until this time, you will not be permitted to leave the examination room. Please remain seated until the examination time has ended.”
- 11.2.** Once the examination time has expired, the Chief Proctor will make the following announcement:
 - a) “Your attention please. The final examination is now over. Please stop writing and place your examination material face down on your desk. You must remain seated until all examination papers have been collected. No talking please.”
- 11.3.** Once all examination papers have been collected, the Chief Proctor will then announce:
 - a) “Thank you for your co-operation. You may now leave. Please make sure to pick up your personal belongings.”
- 11.4.** The Chief Proctor will ensure the security of the examination material and delivery it based on a prearranged and agreed upon location by the instructor.

MONITORING AND REVIEW

- 12.** These Directives will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible for monitoring and reviewing these Directives.

RELEVANT LEGISLATION

- 13.** This section intentionally left blank

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 14.** Examination and Grading Policy

Final Examination Emergency and Disruption Directives

Incident Report – Violation of Examination Protocol

Procedures for Final Examination Administration

Procedures for Consideration of Missed In-term Course Work and Examinations



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FINAL EXAMINATION EMERGENCY AND DISRUPTION DIRECTIVES

PURPOSE

1. The purpose of these Directives is to provide a framework to guide course instructors and proctors in the event of a disruption during a final examination.

DEFINITIONS

2. For the purposes of these Directives the following definitions apply:

“Examination” means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

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SCOPE AND AUTHORITY

3. These Directives apply to administration and supervision of Final Examinations.
4. The Registrar, or successor thereof, is responsible for overseeing the implementation, administration and interpretation of these Directives.

DIRECTIVES

5. At no time will staff and students be directed to stay in an examination room in which their personal safety or security is at risk.

6. Fire Alarm

- 6.1.** In the event of a Stage 1 Fire Alarm, students will remain at their desks and continue writing their examinations. Personnel will be on site to investigate the cause of an alarm and will report this to Security. Security will make an announcement to keep everyone advised.
 - a)** If it is determined to be a false alarm, the impact of the disruption will be assessed and the examination time may be extended up to 30 minutes.
- 6.2.** In the event of a Stage 2 Fire Alarm, Security will make an announcement to evacuate. Security personnel will assist staff and students in vacating the building. Staff and students will be instructed to leave the examination room as quickly and as safely as possible by using the closest safe exit, leaving all personal belongings behind. All examination materials must be left on the desks.

7. Evacuation

- 7.1.** In the event of an evacuation, Security will announce this measure and give directions on what to do. Staff and students must evacuate as quickly and safely as possible, leaving all personal belongings in the examination room.
- 7.2.** Staff and students should meet at a location near the re-entry point to the examination building. Once an announcement has been made that re-entry into the building is permitted, the Chief Proctor will enter the examination room prior to students.
- 7.3.** If the final examination had not begun prior to the evacuation, the Chief Proctor will assess the impact of the disruption and may extend the examination time up to 30 minutes.
- 7.4.** If the examination had begun prior to the evacuation, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.
 - a)** The Chief Proctor will deliver the examination materials to the Faculty's administrative office.

8. Power Outage

- 8.1.** In the event of a power outage, the Chief Proctor will inform students to quietly remain in their seats until power is restored.
- 8.2.** For extended outages that lead to an emergency closure of the campus, a PA announcement will be made to direct students to vacate the examination room.

9. Inclement Weather

- a)** In the event of severe inclement weather, the President and Faculty Dean will make the decision if an examination is to continue as scheduled. If the

decision is made to cancel the final examination, students must evacuate the examination room.

- b) If the examination had begun prior to the evacuation, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.
- c) The Chief Proctor will deliver the examination materials to the appropriate Faculty Office.

9.2. A make-up date for the final examination will be announced by the faculty at a later date.

10. Medical Emergencies

- 10.1. In the event of a medical emergency, the Chief Proctor will contact Campus Safety (ext. 2400).
- 10.2. In the event that a student becomes ill during the examination, the Chief Proctor will make arrangements to escort the student to the Campus Health Centre (located at the Campus Recreation and Wellness Centre).
 - a) If the student is unable to leave the examination room, the Chief Proctor will call the Campus Health Centre (905.721.3037) for a nurse to come to the examination room.
- 10.3. If the medical event caused any delays in during the examination, the Chief Proctor will assess the impact of the disruption and can, at his or her discretion, extend the examination time up to 30 minutes to compensate for lost time.

11. Student Disruptions

- 11.1. In the event that a student is being disruptive during a Final Examination, the Chief Proctor will contact Campus Safety (ext. 2400).
 - a) If the student disruption causes any delays in during the Final Examination, the Chief Proctor will assess the impact of the disruption and can, at his or her discretion, extend the examination time up to 30 minutes to compensate for lost time.
- 11.2. In the event that a disruptive student refuses to leave an examination room after Campus Safety intervention, the Chief Proctor may make arrangements for the Final Examination to be moved to another location (should one be available).
 - a) If there are no options for an alternate location, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.

MONITORING AND REVIEW

12. These Directives will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible for monitoring and reviewing these Directives.

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