



OFFICE OF THE REGISTRAR

Memorandum

TO: Members of Academic Council
FROM: Leslie Becskei, Acting Registrar
RE: Final Examination Policy
DATE: October 1, 2008

The Ad Hoc Committee to review UOIT's Final Examination Policy recommends:

That Academic Council approve the revisions to Section 3 of the Final Examination Policy as set out in the attached.

Rationale

In January 2008, Academic Council approved a motion to establish an ad hoc committee to review UOIT's Final Examination Policy, particularly with respect to section 3 on proctoring, invigilation protocol and emergency procedures. The committee comprised of representatives from across the faculties, security, student services, the Provost's office and chaired by myself. Over the past year the committee has conducted a close review of Section 3 and issues arising from its implementation. As a result of its deliberations, the committee is recommending several changes to the policy document intended to strengthen and clarify procedures around exam invigilation.

In particular, the committee is recommending the strict implementation of the use of Student Identification Cards as the sole means of identifying students in the examination room. In doing so, it recognizes that significant efforts will need to be made to ensure that students are notified through multiple means of the requirement to obtain their identification card well in advance of the examination period. We need to ensure that students are aware of the requirement to bring their ID card to each exam, and that proctors are vigilant in checking ID cards during the exams. Students who then fail to bring their examination card will be required to obtain a replacement card before they will be allowed to start their examination. The use of student ID cards must be implemented consistently across the campus, and the cooperation of deans, instructors and proctors is crucial to ensure the smooth and efficient administration of the examination process.

The section on emergency procedures has also been revised to relate directly to the Examination Emergency Procedures that have been developed by Security Services and to allow for that protocol to be revised and refined on an ongoing basis. A further section clarifies the procedure for dealing with students who are suspected of disrupting an examination through the non-academic conduct procedures.

I would like to sincerely thank all of the committee members who participated and gave of their valuable time to make these recommended improvements to the final examination policy.