

Exam Disruptions

To help you prepare for possible disruptions during Final Examinations, please carefully read the following information:



FIRE ALARM - In the event that a fire alarm goes off during an examination:

- Students should be instructed to remain at their desks and continue writing their exams. 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. No one will be directed to stay in a room in which their personal safety or security is at risk.
- If it is determined that there is not a problem, Security will announce this over the P.A. system. The course instructor or chief proctor will then assess the impact of the disruption and can, at their discretion, extend the examination time up to 30 minutes to compensate for lost time.
- If it is necessary to vacate from the examination room, Security will announce this measure over the P.A. and give directions on what to do. Staff and students must evacuate as quickly and safely as possible, leaving all personal belongings in the exam room.
- If you are ordered by Security to vacate during the exam, the course instructor or chief proctor will confirm that all examination materials will be considered void and that answer booklets will be destroyed without grading. The examinations affected will be rescheduled within the first week of the following term and a new examination will be prepared.

POWER OUTAGE – In the event that there is a power failure:

- If there is a brief outage (lasting only a few minutes), inform students to quietly remain in their seats until power is restored.
- For extended outages, have students vacate the room.
- See ‘Next Steps’ section below for procedures after an extended outage.

INCLEMENT WEATHER – In the event of severe inclement weather:

- The President & Faculty Dean will make the decision if an exam is to continue as scheduled.
- If cancelled, local radio stations will be notified (FX96 & The Rock 94.9).
- Make-up dates will be announced by the faculty at a later date.

STUDENT ILLNESS – In the event that a student becomes ill during the exam:

- Student is escorted to the Campus Health Centre (G1030) by one of the proctors.
- Exam continues as normal for remaining students.
- If the student is unable to leave the room, the proctor must call ext. 3037 for a nurse to come to the room. In the event of an emergency, dial ext. 2400 for Campus Security.
- If the nurse is tending to the student IN the exam room for any extended period of time, see “Next Steps” section for procedures to follow before exam continues.

ACADEMIC MISCONDUCT - Where there are reasonable grounds to believe a violation of exam protocol has occurred, the course instructor or proctor has the authority to:

- Ask the student to move to a seat that is more easily monitored.
- Remove any materials or devices not authorized for use in the examination and keep such materials until the student has completed the examination.
- Search through personal belongings to remove evidence of the violation. This must be done in the presence of the student and another proctor.
- Ask the student to produce evidence of the violation where the course instructor or proctor believes that he/she has hidden it on his/her person.
- **Under no circumstances should the alleged offender be touched.**
- Remove answer books and replace them with new ones.
- Report all violations on the Incident Report – Violation of Examination Protocol form
- Please refer to section 5.15 of the academic calendar for more information.

NEXT STEPS

- If the exam has **not** started, students will be permitted back into the exam room to complete the exam. The course Instructor/Chief Proctor will make a decision to extend the exam to compensate for time lost.
- Once students leave the examination room, **all** examination materials will be considered void **IF** the exam has already started. All answer books will be destroyed without grading. In such cases, the exam will be rescheduled and a new exam script will be prepared.