

## **Guidelines for the Administration of Exams**

Schulich School of Business, March 2013

### **Notes**

- *This set of guidelines is targeted at instructors and TA invigilators responsible for the conduct of examinations. Student-specific regulations are contained herein but are also published in the student handbooks.*
- *For Senate's full Policy and Guideline on the Conduct of Examinations please see <http://www.yorku.ca/secretariat/policies/document.php?document=80>.*
- *Please use the Examination Invigilator Report. This report is designed to take you through the most important steps for administering an exam.*

### **Before the Examination**

1. When setting/getting ready for an examination, please take into account preventive measures, such as scrambling the order of questions/answers, using differently coloured paper, or using question formats that make it difficult to copy answers. Please ensure that a chain of custody exists at all times when handling examinations. Please also be sure to instruct TA invigilators well.
2. The examination should be invigilated using appropriate staffing levels. The School recommends one invigilator (including the instructor, if constantly present) per 25 students.
3. The chief invigilator shall direct the admission, seating and identification of students and the signing of the attendance roster.
4. Students shall be required to present a valid YU Card or other acceptable form of photo identification and to sign the attendance roster for the examination.

Note: Schulich policies require the student to bring their YU card; you may, however, also allow a different form of photo identification.

5. The chief invigilator shall oversee provision of any special accommodation in the scheduled examination sitting that has been approved for a student in accordance with the relevant policies and procedures.
6. Students must place all personal belongings aside during exams.
7. The chief invigilator shall make any necessary announcements during or at the end of the examination and announce any materials or aids that students are allowed to have on their desk or have access to during that examination sitting.
8. The official start and end time of the examination shall be determined and announced by the chief invigilator (please write down on board, if possible).

Note: It is recommended that some warning be given at (say) 10 minutes remaining and 2 minutes remaining. However, when it is over, all students should be required to put their pens down without delay

Note: You may also not allow students to leave the room for the first hour of the exam or during the last half hour. Please also see # 5 in the next section.

### **During the Examination**

1. All invigilators shall exercise constant vigilance for and direct the handling of any instance of suspected cheating, which includes a student giving or receiving assistance from another student, use of an unauthorized material or device during an examination or during any temporary disruption of an examination.
2. Students shall follow the instructions provided by the chief invigilator and/or Registrar's Office and Security Services (in case of emergency interruptions).
3. During an examination, students shall be permitted to have access to only those materials or aids specifically approved for use in that examination sitting.
4. Students may not speak or communicate by any means, manner or device on the subject of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
5. Students should plan not to leave the room during the exam for any reason unless absolutely necessary. They may leave an exam room only if granted permission to do so by an invigilator.

Note: Please also see # 7 in the previous section. If you allow students to leave the room, best practice is to let only one student leave at a time, and to keep a sign-out / sign-in sheet that notes the student's name and time of absence.

### **End of Examination**

1. Following the examination, the chief invigilator shall ensure that all used and unused exam booklets are accounted for, with all used exam booklets delivered to the designated markers or office and all unused exam booklets returned to the designated office.
2. Students may leave an exam room only if granted permission to do so by an invigilator.
3. Examination booklets/answer sheets become the property of the University and are retained for the full fall or winter term immediately following the term in question.

### **Emergency Interruptions of an Examination**

1. The chief invigilator shall follow the instruction sheets provided by the Registrar's Office and/or Security Services and/or the Associate Dean's Office regarding announcements

to be made and procedures to be followed in an emergency.

2. The chief invigilator shall determine whether or not an examination is to be cancelled and will work with the University's security officers and/or Registrar's Office (for Undergraduate courses) and/or the Associate Dean's Office (for graduate courses) to assure the safety of all concerned and the academic integrity of the examination.
3. Students shall follow the instructions provided by the chief invigilator and/or Registrar's Office / Security Services / the Associate Dean's office.

### **Academic Honesty Violations in Examinations**

(For further information, please see Section 3 of the Senate Policy on Academic Honesty)

1. Immediately intervene in situations where you have any concerns about propriety of behaviour, but where you're not completely sure that cheating is occurring.  
Options:
  - a. Say something to the entire class about maintaining silence or keeping their eyes on their own paper, perhaps fixing your eyes on the suspect individual or room locations;
  - b. Speak to an individual or cluster, indicating that their behaviour appears improper and that they will be watched closely; or
  - c. Move one or more students to a different location in the room ('down front' often works).
2. In situations where you are quite sure that cheating is occurring...
  - a. Any unauthorized materials should be taken from the student(s) immediately.
  - b. The student must be allowed to complete the examination.
  - c. The student(s) involved should be identified and asked to remain in their seats at the end of the examination, at which time their examination materials should be collected and identified by the instructor or invigilator. Notations should be made by the instructor and/or invigilator to assist in documenting what was observed. If copying from a neighbor was observed, you may want to note the seating arrangement as well as the pages that were open at the time.
  - d. If the matter is identified by an invigilator other than the instructor, the matter should be documented and reported to the instructor as soon as possible. An Examination Incident Report should be completed and submitted to the Associate Dean, Academic.
  - e. The instructor shall assess the situation and, if persuaded that an infraction has taken place, the instructor should
    - i. Notify the students that the matter is being turned over to the Associate Dean, Academic;
    - ii. Submit a written report and supporting documentation (exam materials, crib sheets, indications of copied sections (if that was the case) to the Associate Dean; and
    - iii. Not enter an examination grade until the Associate Dean has heard the matter and a determined a resolution to the academic dishonesty charge.