

## ***DUTIES OF INVIGILATORS***

Invigilators duties are as follows:

- to assist the Chief Invigilator with all aspects of exam distribution **by arriving 20 minutes before the commencement of the exam.**
- to instruct students as they enter the exam room to leave any unauthorized aids (backpacks, study notes, textbooks, etc.) at the front of the exam room.
- to circulate throughout the exam room when writing begins, to insure against academic dishonesty. Duties of invigilators extend to all of those writing exams and should not be confined only to the students writing your examination. Invigilation time in the Gymnasium is not to be used as an opportunity to mark assignments and/or other examinations.
- to assist the Chief Invigilator in taking attendance. The sheets that students must sign should be taken along the rows by invigilators, rather than passed back and forth by the students. All students must sign the attendance sheet legibly. If a signature is not legible, please ask the student to print his or her name on the sheet. (These lists are sometimes needed later for attendance checks, and as a result legible signatures are essential.)
- to assist with monitoring the traffic to the washrooms during the exam.
- to deliver additional answer booklets to students as required.
- to assist with monitoring traffic and noise level outside the exam room. Once students leave the exam room, they should not use the area immediately outside the doors of the exam room as a venue for conversations that may disturb others still writing.
- to collect exam papers and booklets from students. When students hand in papers, they should hand them to an invigilator, rather than toss them on a pile of booklets of roughly the same colour. **Please check for a signature on the booklet.** (We have had some problems in the past with lost exams and/or exams that could not be identified because the answer booklets were not signed.)
- to act as Emergency Wardens in the event of fire, complete power outage, or any life threatening situation. In the event of an evacuation of the examination room, students are to be directed to exits. Students are responsible for exiting in a safe and orderly manner. Every effort should be made to secure the examination room.

Note: Any completed examinations not picked up by instructors at the end of any writing session held in the Gymnasium are brought back to the Registrar's Office for storage until they are picked up by the instructor or departmental secretary.

*October 2014*