

2020-2021 Exam Procedures

EXAM LOCATIONS / MULTI-SITE EXAMS

Due to concerns about poor ventilation in the gym, the gym is not being used for exams. Therefore, some exams are scheduled to take place in multiple locations.

It is the responsibility of the course instructor to divide the class, and communicate the specific room assignments to students. Students have been told to go to the room assigned by their course instructor for exams with multiple locations.

As necessary, some rooms will be outfitted with the exam desks previously used in the gym. Facilities will properly arrange furniture in advance of exams. Where regular classroom furniture is used designated seats are marked with stickers on the tabletop. Designated exam seats in Con Hall will vary from those used for class lectures – they will be marked with a bright flag instead of the sticker.

EXAM PRINTING AND DISTRIBUTION PROCEDURES

This year, exams will NOT be routed through the Registrar's Office for printing and distribution purposes.

- Please use [this request form](#) to order exam copies and exam materials (booklets, inserts, bubble sheets) directly from Departmental Support Services.
- The request form should be submitted by email to printjobs@mta.ca, with cc to exams@mta.ca. Please attach a PDF of the exam to the email as well.
- Requests must be received during regular business hours within three (3) business days prior to the exam.
- Copies/materials only need to be requested for those students writing at the scheduled time/location.
- The Registrar's Office will provide copies for students writing with **accommodations through the Meighen Centre or International Centre**. Afterwards, these exams will be returned to the Registrar's Office and subsequently to the instructor in an envelope with a security tab affixed. There is no change to this process.
- DSS will ask instructors (or support staff) to pick up exams and related materials at the bookstore or the outdoor shipping/receiving point. You will be required to sign for release of exam materials.

INVIGILATION NEEDS & PROCEDURES

We will not be posting an invigilation schedule this year. Instead, please take note of the following:

- Instructors have been scheduled to invigilate their own exams
- Instructors are responsible for finding additional invigilators if the exam is scheduled in multiple locations
- If you cannot be available to invigilate your exam, the responsibility for arranging a substitute faculty member rests with you
- Instructors are required to arrange for a second invigilator who will be on call in case additional support is required either before or during an exam due to unforeseen circumstances. If your exam is scheduled across multiple locations please consider the possibility that you may need two or more additional invigilators to be on call.
- Please contact the Academic Dean immediately should an invigilator fail to appear at the designated time and place. Every effort will be made to locate the instructor or arrange for a substitute.

Invigilator duties:

- Invigilators should **plan to arrive at least 30 minutes before the exam start time.**
- If you have any problems accessing the exam room phone security at (506) 364-2228 (24hrs; forwarded to a cell)
- Please be reminded that according to Academic Regulation 10.6.2 of the Academic Calendar, all instances of academic offences should be reported to the Department Head and the Academic Dean (AIO) using the Report of Academic Misconduct form.
- Please review this document on [chief invigilator duties](#) for a reminder of important roles and responsibilities

In addition, course instructors should consider the following:

- You will need to provide an attendance sheet for each exam location. For your convenience, an **Exam Register** is available on the Faculty & Staff Gateway [here](#).
- If your exam is scheduled in multiple locations, how will you communicate with other invigilators during the exam? How should they contact you for student questions or urgent concerns?
- If your exam is scheduled in multiple locations, how will you retrieve exams and attendance sheets from other invigilators? We recommend that you meet at a designated location immediately after the exam to collect and review materials.