

EXAMINATION PROCEDURES: GENERAL INFORMATION

1. Please submit all examinations and copy requisitions to the Registrar's Office at least **72 hours** prior to the date of writing. This lead time is needed in order to ensure that sufficient copies are printed and delivered by the Department of Support Services prior to the writing time. Unless otherwise specified on the copy requisition form, all copies of exams will be printed double-sided. The copies plus your original exam will be returned to the Registrar's Office. Small exams can be copied as usual on department photocopiers and delivered directly to the Registrar's Office. Please note the duration of exams on all papers, plus any special conditions that apply - e.g., open book, formula sheet allowed, etc.

2. If you are aware that one of your students will be writing an exam at the Meighen Centre, the exam will be retrieved from the Registrar's Office by a Meighen Centre staff member.

3. Instructors have been scheduled to invigilate their own exams. Please note that Chief Invigilators are highlighted and in bold text. Normally a minimum of two invigilators should be present for each exam (preferably both genders represented). An additional invigilator is required for each additional 50 students writing exams in one location. A minimum of six invigilators is required for the Gym when it is at capacity (326). Please note that if you cannot be available to invigilate your exam, the responsibility for arranging a substitute Faculty member rests with you. The Chief Invigilator should 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.

4. For the Gymnasium, the person whose name appears on the list in bold is the Chief Invigilator. As Chief Invigilator you can assume that the question papers will be in the Gym when you arrive, unless we contact you in advance. The Chief Invigilator should arrive at the Gym 30 minutes before the start of the exam and is responsible for overseeing distribution of exam materials. A complete list of the duties of the Chief Invigilator is outlined on the sheets posted in the Gymnasium and on the web.

It is most important that ALL invigilators arrive in time to assist the Chief Invigilator with distribution of exam materials. Please arrive at least 20 minutes before exams begin.

5. Non-Gymnasium locations – The same procedures apply as those outlined for exams at the Gym with the exception that all test/examination materials for non-Gymnasium locations must be picked up at the Registrar's Office by the Chief Invigilator at least 30 minutes prior to the writing times. These materials are not delivered to the designated locations by the Registrar's Office. This procedure follows for both daytime and evening tests/examinations. For examinations scheduled on a Saturday, please contact the Registrar's Office before the end of the business day on the Friday before the exam to make arrangements to pick up exam materials.

6. Once your test/examination is completed, please count the number of papers you have as soon as possible and report any problems to the Registrar's Office.

7. 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 Chair of the Academic Judicial Committee, (Registrar). Both the allegation and the proposed sanction should be reported to the Chair. In the event that the student charged with the offense has been reported for previous academic offences, the matter will be referred to the Academic Judicial Committee.

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