

PROCTOR EXAMINATION AND PROTOCOL INFORMATION



PLEASE ENSURE YOU HAVE YOUR EXAM ROOM AND SEATING ASSIGNMENTS WITH YOU FOR EACH EXAM.

The final exam timetable has been distributed to all faculties. Please refer to the exam timetable for exam times, room locations and seating assignments. If you have any questions regarding the content, please consult with your Faculty contact (see Section 11). The following sections outline all necessary information for the upcoming examination process:

- 1) Room Preparation
- 2) What to do as students enter the exam room
 - a. Announcements to be made
 - b. Fire Alarm Protocol
- 3) The examination
- 4) Examination Completion
 - a. Announcements to be made
- 5) Examination Delays and Late Entries
- 6) Violation of Examination Protocol
- 7) Emergency Exam Room(s)
- 8) Examination Contacts

1) Room Preparation

- The Proctor should arrive at the examination room at least 30 minutes prior to the start of the examination. Please note: If the examination is in the GYM or NEW GYM3, instructors and proctors should arrive **1 hour prior to the examination start time**.
- Proctors will distribute examination materials (examination paper, Scantron, etc.) to each seat **before** students are permitted to enter the examination room. (Please refer to the *standard cover page* sheet accompanying the exams for special seating instructions).
- Students will be permitted to enter the examination room 20 minutes prior to the start of the examination. Please note: Students may be permitted to enter the exam room earlier if scheduled in the GYM or NEW GYM3.
- A Chief Proctor will be assigned by the Registrar's Office (ROCP) to examinations from different faculties that share the same exam room. The ROCP will assist faculty proctors/instructors with start-up and closing instructions for these exams.

Students must present their current student ID card at each final examination. If a student fails to produce their validated student ID card, they are required to immediately obtain a Temporary Exam Card from Campus ID Services. No extension of the examination will be permitted to compensate for any delay.

Students must place their validated student ID card on their desk as soon as they are seated.

2) What to do as students enter the exam room:

Please make the following announcement:

- *"Students must present their current student ID card prior to starting this exam. If you do not have your validated student ID card with you, please go immediately to Room **G1004** (North Campus) or the **IT Help Desk** (Downtown Campus) to obtain a card. If you have brought your student ID card with you, please place it on your desk as soon as you are seated."*
- **As students sit at their desks, check their student ID cards to ensure that they are valid. The cards should be issued for the 2016 – 2017 calendar year. If a student does not have a valid ID card, they must go to ID services to obtain a Temporary Exam Card.**
- Check the materials that students are bringing in with them. Only those items authorized for use in the examination are to be brought into the examination room.
- All personal belongings are to be left at the front of the examination room for pick-up at the end of the examination. These items include but are not limited to:
 - Jackets (may **not** be hung on back of student's chair)
 - Hats
 - Knapsacks
 - Bags
 - Cell Phones & PDA's (must be turned off and put away)
 - iPod's

- Please ensure that all hallways and emergency exits are cleared of personal belongings.
- Please note that students are permitted to leave their laptop, wallet and/or a small purse under their examination chair for security reasons.

a. Announcements to be made:

Once the students are seated, please make the following announcements:

- *“Your attention please. This examination(s) is for [course name(s)]. Do NOT turn over, or begin writing the exam, until you are instructed to do so.*
- *“You will have exactly [duration] to write the exam. If you need to leave the exam room for any reason, such as to use the washroom or for a medical concern, then please raise your hand and someone will attend to you.”*
- *“You will not be permitted to hand in a paper and leave the exam room during the first hour of the examination. You also may not hand in a paper and leave the examination room within the last 15 minutes of the exam. During this time you must remain seated until the exam time has expired.”*
- *“Please write your name and student number on each answer booklet.”*

b. Fire Alarm Protocol

“In the event that there is a STAGE 1 Fire Alarm during this examination:

- *You should remain at your desk and continue writing your exam. 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.*
- *If it is determined to be a false alarm, the impact of the disruption will be assessed and the examination time may be extended up to 30 minutes.*
- *If the alarm goes into a STAGE 2 Fire Alarm, Security will make a P.A. announcement to evacuate. Security personnel will assist us in vacating the building.*
- *At no time will you be directed to stay in a room in which their personal safety or security is at risk.*
- *If we are instructed to leave the examination room, you must do so as quickly and as safely as possible by the closest safe exit, leaving all knapsacks, bags, books etc. behind. All exam materials must be left on the desk.*
- *“The time is now [time]. The exam will end at [time].”*
- *“You may begin!”*

Please Note: If you are required to evacuate the exam room for any reason, find your exam’s Chief Proctor, Instructor/TA and meet at a common location near the re-entry point to the exam building. You will be permitted into the exam room prior to students at which time you will collect all exam materials. These materials are to be shredded.

When students re-enter the exam room, announce the following:

- *“This exam will be rescheduled no later than the end of the first week of classes in the following semester. You will be informed of the details of the exam via MyCampus.”*

3) The Examination

- While the exam is in progress, quietly walk among the students. Be alert to any suspicious behaviour referenced on the *Incident Report – Violation of Examination Protocol* form provided. (Please see Section 6: “Violation of Examination Protocol”, for more information).
- Be sure to watch for students who have raised their hands for assistance. If a student needs to use the washroom, you must accompany them there and have them return to the exam room as quickly and as quietly as possible. Only ONE student at a time is permitted to use the washroom.
- Be careful answering questions that students may have regarding exam content. Do NOT provide interpretations. Instead, such cases should be directed to the course instructor.

4) Examination Completion:

a. Announcements to be made:

- **15 minutes before the end of the exam**

*“Your attention please. The exam will end in 15 minutes. Until this time, you will **not** be permitted to leave the exam room. Please remain seated until the exam time has ended.”*

- **As soon as the exam time expires**

“Your attention please. The examination is now over. Please stop writing and place your exam face down on your desk. You must remain seated until all examination papers have been collected. No talking please!”

- **Once all examination papers have been collected**

“Thank you for your co-operation. You may now leave. Please make sure to pick up your personal belongings.”

5) Examination Delays and Late Entries:

- If the start of the examination is delayed, the examination will proceed with additional time allowed to compensate for the late start. Students arriving after the start of the examination will be permitted to write the exam, but no additional time beyond that given to all students will be granted.

6) Violation of Examination Protocol

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.

In all cases, a student should be permitted to finish writing the examination. At the conclusion of the examination, the course instructor or proctor must make a note of the time and details of the alleged offence (including any refusal to cooperate) on the *Incident Report – Violation of Examination Protocol* form (supply provided at back of manual).

The course instructor or proctor should explain to the student that the status of his/her examination is in question and set it aside.

All evidence should be gathered and turned over to the course instructor.

The course instructor and/or proctor must file a complaint of academic dishonesty.

7) Emergency Exam Room

- During the final examination period, **UP1500** will be the exam room available in case of emergencies.

8) Examination Contacts

Faculty and Administrative Units

Faculty/Administrative Unit	Contact	Email	Phone 905-721-8668
Business and Information Technology	Desiree Saunders Deanna Frost	desiree.saunders@uoit.ca deanna.frost@uoit.ca	Ext. 5300 Ext. 2830
Campus ID Card Services	ID Office Donna Bruni	photoid@dc-uoit.ca donna.bruni@dc-uoit.ca	Ext. 2116 Ext. 6220
Student Accessibility Services	Rachel Fuller Fotoula Douros SAS Test Centre	rachel.fuller@dc-uoit.ca fotoula.douros@uoit.ca studentaccessibility@uoit.ca	Ext. 2742 Ext. 5692 Ext. 3266
Social Sciences & Humanities	Elizabeth Long Advising Office	elizabeth.long@uoit.ca sshadvising@uoit.ca	Ext. 3664
Energy Systems & Nuclear Science	Robin Secord Marlene Mullings-Black	robin.secord@uoit.ca marlene.mullings-black@uoit.ca	Ext. 5509 Ext. 5511
Engineering & Applied Science	Shari Martin Kenzie Martin	Shari.martin@uoit.ca Kenzie.martin@uoit.ca	Ext. 2988 Ext. 2497
Health Sciences	Sharleen Ward Main Line	sharleen.ward@uoit.ca healthscience.advising@uoit.ca	Ext. 2949 Ext. 3166
Science	Main Line Karen Sullivan Deborah Treftlin	karen.sullivan@uoit.ca deborah.treftlin@uoit.ca	Ext. 3050 Ext. 2284 Ext. 3888
Scheduling	Kristen Boujos Jessica Boswell Kailey Chrisp	kristen.boujos@uoit.ca jessica.boswell@uoit.ca kailey.chrisp@uoit.ca	Ext. 5639 Ext. 5605 Ext. 5630
Security	Security Desk	security@dc-uoit.ca	Ext. 2400