

## EXAM INVIGILATION GUIDELINES

The following guidelines are designed to help invigilators administer examinations in a variety of contexts. These guidelines are a reference for invigilators; they do not cover every situation. Invigilators will need to refer to the specific requirements for a given examination and use sound judgment in exercising their duties.

Further questions regarding invigilation can be directed to the Department for which the exam is being administered, or to Enrolment Services.

### A. Prior to the Exam

- Before coming to the exam, please review these guidelines and the Senate Policy *Student Conduct during Examinations* ([http://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/va\\_J\\_101\\_Conduct\\_during\\_Examinations.pdf](http://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/va_J_101_Conduct_during_Examinations.pdf)).
- Please arrive at the designated room well in advance of the exam start time.
- If required, an exam coordinator/chief invigilator will be there to meet you and will provide additional instructions.
- The exam coordinator/chief invigilator will have all the exams, exam supplies, and student sign-in sheets as required, and will be your point of contact for any questions or emergencies that you may encounter during the exam.
- Students will enter the room approximately 10-15 minutes before the start time of exam. Check with the exam coordinator/chief invigilator in regards to exam distribution and student sign-in. Where it is deemed appropriate to seat students first and then hand out exams, you may be able to check IDs left on the desk once the students start writing and having them sign out when finished.
- Arrange students in a pattern that minimizes the possibility for cheating. If the exam is assigned to a classroom, the seats available are usually twice the number of registered students, so students should be assigned to every other seat. Double-seating does not apply to exams assigned to the gyms/SRC.
- Inform students of the material they are permitted to keep with them (e.g., UBCcard, writing instruments, clear water bottle) or use for the exam (e.g., notes, books, calculator). During the exam, control the materials that students have within reach – nothing but the essentials should be on the desk. Non-essential material needs to be left out of reach. Confiscate material if the student will not show you what information it contains.
- Depending on the room layout, students will place their bags at the front/back of the room, only taking out picture ID and any appropriate writing materials and aids. Students who feel uncomfortable leaving their valuables at the front/back of the room in contexts such as the gym/SRC may place their bags/purses out of reach and out of sight, underneath their chairs and may not access their bag/purse at any time during the examination. According to the Senate Policy Student Conduct during Examinations, examination candidates may not use or make visible for use any materials or devices other than those authorized by the examiner/instructor.

## **B. At the start of the Exam**

- At the start of the exam, explain to students that the rules governing their conduct are outlined in the Senate Policy *Student Conduct during Examinations* and that the applicable rules from this policy are printed on the official exam booklets.
- Let students know that glancing at another's papers or exposing their own to others, even when this is inadvertent, is a violation of exam rules and could lead to disciplinary action.
- At the start of every exam, instruct students of procedures in case of an alarm or emergency. A concise version of these procedures is available here: [www.students.ubc.ca/facultystaff/download/exam\\_fire.pdf](http://www.students.ubc.ca/facultystaff/download/exam_fire.pdf)
- Count exams before handing them out. Consider making an identifying mark on the exams to discourage students from submitting prewritten pages.
- Before the exam, remind students to use the washroom. During the exam, only one student should leave the room at a time, and only after the first half-hour. If there are enough invigilators, have one accompany each student to the door of the washroom.
- Remind students to turn off their cell phones. If a phone rings during the exam, the student should be asked to turn off the phone immediately. Should there be an emergency situation where the student is required to answer the call, the student should leave the exam room. It is at the discretion of the chief invigilator to determine if the student can resume the exam.
- Ensure students identify themselves on the exam paper in ink with name, student number, and signature.
- Require all students to show their UBCcard or display this on their desk. Check identities against the class list; if a student does not have a student card, ask for other official photo ID, such as a driver's license. If the student is unknown to the invigilators, and does not have any form of ID to present, take the student's name and number, and take a photo of the student with a cellphone and compare this to student records when possible.
- Where the identification of a student is prevented by full or partial headdress, they should be given the opportunity to unveil in a private space in the presence of someone of the same gender.

## **C. During the Exam**

- Never leave the room or exam materials unattended.
- Control the distribution of exams and movement of students to ensure no exams are removed from the room. If you have distributed exam papers before students enter the room, collect all exams from unoccupied desks.

- Control the movement of students in and out of the room. No student should be permitted to leave within the first half hour, students should not be permitted to enter after the first half hour. If no students have left the exam room yet, then a student arriving more than a half hour late can be admitted at the discretion of the invigilator. Keep a record of the names of students who leave the room temporarily or who finish early (e.g., by noting the time they leave on their exam booklet).
- Invigilators should circulate frequently and be obviously present at all times. Invigilation duties require you to make every effort to prevent cheating and collusion by immediately inspecting anything irregular or suspicious.

#### **D. If you observe Students Cheating**

- If you notice behaviour that suggests cheating (e.g., body position, unauthorized materials), talk to the student(s) quietly. If necessary, move potentially collaborating candidates to seats where communication is impossible. If you suspect any other cheating, ask another invigilator to help observe the candidate(s).
- If a student is caught cheating, appropriate action may include confiscating the exam along with any unauthorized material and informing the student of your reason for doing so. This should be done carefully so as not to disturb the other examination candidates.
- The implicated student(s) should then be directed to report to the department head. You and any other invigilator observing the behaviour will also need to prepare a written report for the department head as soon as possible following the incident. Since the penalty imposed may be suspension from the University, it is very important that all procedures are followed correctly. Questions about reporting an offence should be directed to your head or the dean of your faculty.

#### **E. At the end of the Exam**

- Control the collection of exams to prevent students from leaving with a copy. If you have counted the exams prior to their distribution, you can count them once more after collection to assure that no exams are unaccounted for.
- For exams of over 100 students, ensure that no one leaves the room in the last 10 or 15 minutes. When time is up, give a clear signal and inform students to put down all writing instruments.
- At the end of the exam, remind students to check their seats for all personal items. Collect any unused exam booklets and return them to the front of the room. Collect any other exam material (e.g., left-over exam paper, students' notes, forgotten items) and dispose of them accordingly (e.g., return items to department, recycle paper).

#### **F. In case of an Emergency**

- Make sure to note the time when the alarm started. It is the responsibility of the exam coordinator and invigilators to make sure the students stay together but remain silent. The exam coordinator/chief invigilator will make the decision whether to resume the exam or halt the exam if too much time has been lost if it was due to a false alarm. Detailed

procedures are available here: <http://senate.ubc.ca/vancouver/policies/examination-disruption?ID=15>

- If a fire alarm rings in the building or if there is an emergency in the room such as a student falling ill, consult the exam coordinator as they will determine the appropriate course of action. If at anytime you feel threatened, contact the exam coordinator immediately or call Campus Security (604-822-2222) or 9-11.

## **G. FAQ's**

### **Q. What is my job as invigilator?**

- A. As an invigilator your foremost responsibility is to ensure students are writing their exam independently without interference. Your aim is to act professional and be courteous to students at all times while providing a calm and quiet environment.

### **Q: What if a student shows up late?**

- A. When a student comes late to the exam, note the arrival time on their exam booklet. Allow late arrivals into the room carefully as not to disturb the other examination candidates. Once 30 minutes have passed since the exam started and if no students have left the exam room, a student arriving more than a half hour late can be admitted at the discretion of the invigilator. Remind all latecomers that they will not be given extra time to write the exam.

### **Q: What happens if I catch a student cheating?**

- A. If you suspect a student is cheating, ask another invigilator to observe the same student. If it appears that they are sharing answers or looking around, ask the student to keep their exam covered or keep their eyes on their paper. If necessary (and if possible), move the student to another seat.

If you catch a student cheating who is talking or using notes, confiscate the exam and notes from the student. Tell them you will report what you have witnessed to the exam coordinator who will then report the infraction to their instructor. If this is a standardized exam, the exam coordinator will file an incident report for the testing organization. The student will be then asked to leave the exam room. If the student refuses to leave the room for any reason, contact Campus Security immediately.