

UNIVERSITY OF VICTORIA – CONDUCTING EXAMINATION GUIDELINES

Office of the Registrar (OREG)

Student Support Services

Main Floor, University Centre, Local 8143 / exams@uvic.ca

Number of papers provided

COPIES TO CFAL: _____

EXAM MATERIALS TO BE PROVIDED BY OREG TO INVIGILATORS:

If your academic unit is copying exams in-house and the exam will not be answered in booklets, please print the UVic Exam Regulations for Students form on blue paper and attach to the back of each exam.

SECURITY ALERT

Please note that in the past, there have been incidents of theft of personal belongings during exams held on campus. Students have received an email strongly advising them to leave any items of value at home and/or to arrange to store valuables in a safe location during examinations. The University is not responsible for the loss of theft of personal belongings while on campus.

Please watch for any individual(s) moving toward the exit door early in the exam and ensure that the ID check is performed before any student is permitted to leave the exam.

Thank you for your assistance in monitoring this situation.

BEFORE EXAM COMMENCES

Exams in this package

The total number of exams enclosed will match the number of students registered as of early November/March/July and include a few extra copies. These additional copies are provided in case there are students writing deferred exams during this exam period or if there are copies of poor quality.

Invigilator review and update of class list

The attached class list is provided for recording student attendance at the exam. Please note the following:

- Students must bring their UVic OneCard to their examination.
- Verify student identity using UVic OneCard and check off names of students present.
- If a student's name does not appear on the list, add the student's name and V number at the end of the list.
- If more than one invigilator is on duty, it is expected all invigilators will assist in checking names/exams.
- The invigilator(s) may require the student to also sign the class list (optional).

Duties of invigilators while conducting the exam

It is the invigilator's responsibility to be familiar with the Regulations Governing Administration of University Examinations on the Academic Calendar.

- ARRIVE WELL IN ADVANCE to familiarize yourself with the room. Rooms are booked 30 minutes prior to the start time and 30 minutes after the end of the exam for set up and take down.
- Students may bring food and drink to consume during the examination provided they are in a container that has had all labels removed prior to entering the examination environment.
- If the exam room is locked, please call Facilities Management at 250 721 7616 (local 7616). After 4:00pm weekdays and weekends, contact Campus Security at 250 721 7599 (local 7599)
- Announce prior to the start of the exam that students are to place all personal items at the front of the room. This includes backpacks, books and all mobile electronic devices. Cell phones must be turned off and left with students' personal belongings at the location instructed.
- Invigilators must ensure that students are seated and that the exam begins and ends on time. The invigilators are responsible for the conduct of the exam.

- All academic integrity violations should be documented and reported to the Chair who will follow the procedures outlined in the Policy on Academic Integrity and must be reported to the Office of the Registrar.
- Students are subject to supervision at all times while in the examination environment during the entire timeframe of the examination. The examination environment includes the room in which the examination is being written, as well as the hallways and washrooms adjacent to the examination room.
- Invigilators may escort students to and from the washroom. Students are expected to limit the number of washroom breaks they take during an exam due to the disruption breaks cause to other students writing the exam and due to the increased opportunity for a violation of the Policy on Academic Integrity that can occur during a break. Students should be aware that washroom breaks may be limited to one student at a time.
- At least one invigilator is responsible to remain in the exam room throughout the exam.
- Give attention to duties throughout the duration of the exam. Senate regulations for exams are listed in the Academic Calendar. They are also printed on the front of the exam booklets, or as the UVic Exam Regulations sheet (blue).
- Silence should be maintained.
- Students are not permitted to ask questions of the invigilator except in relation to their understanding of the examination, in cases of supposed errors or ambiguities in examination questions, or illegible or missing material.
- In case of illness or medical emergency during exams, invigilators should refer students to University Health Services and record the student name, V number and nature of illness or emergency at the end of the class list provided. (See Illness or Medical Emergency During Exam below.)
- Any unusual circumstances of events, including illness or medical emergency, should be documented by the invigilator at the time and reported to the academic unit and instructor where appropriate, for possible referral to the Office of the Registrar (OREG) – exams@uvic.ca as soon as possible. Unusual circumstances that are reported to OREG will be reviewed and appropriate follow up initiated.

ILLNESS DURING EXAM: In case of illness during exams, refer students to University Health Services and indicate such incidents at the end of the class list provided to invigilators, including student name, V number and nature of illness. UVic Health Services Hours: Mon, Tue, Thurs and Fri 8:30 AM - 4:30 PM and Wed 8:30 AM – 7:00 PM. Location: Petersen Health Centre, Phone: 250-721-8492 (local 8492), Email: moa@uvic.ca.

MEDICAL EMERGENCY DURING EXAM: In case of medical emergency during exams, please call Campus Security at 250 721 7599 (local 7599) and, if necessary, 911. Campus Security Officers are certified with the Worksafe BC-Occupational First Aid Level 2 and the Red Cross- Automated Defibrillator courses.

FIRE ALARM DURING EXAM: Invigilators should announce prior to the start of the exam that in the event there is a need to evacuate the room (e.g. fire alarm) that students must hand all exam papers to the invigilator(s) and then follow the EXIT signs to leave the building. Do not re-enter the building until permission is given by the appropriate official. Re-start the exam and allow students to make up the time missed. If it is not possible to re-start the exam, notify Laurie Barnas, Acting Associate Registrar (associatereg@uvic.ca).

EXTREME WEATHER: In the event of extreme weather conditions (snow, etc.) which would prevent a student from arriving on campus to write the exam, the instructor may consider, in consultation with the student the following options:

- Offer a make-up exam as soon as possible. If this option is agreed upon, the grading deadline would be extended. Staff in the OREG will refer any student inquiries concerning this item to the instructor concerned. For further information, contact Laurie Barnas, Acting Associate Registrar (associatereg@uvic.ca).
- Use the student's term standing as the final grade.

POWER FAILURE: In the event of a power failure, please call Campus Security, 250-721-7599 (local 7599). Remain in the exam room until you are advised by Campus Security whether it will be possible to continue with the exam.

AFTER EXAM FINISHES

Leaving exam room and return of exams to academic unit

- Invigilators are responsible for ensuring that students leave the exam environment upon completion of the examination
- Ensure students depart in a **quiet** manner as there may be exams taking place in the next room.
- Remove all papers, booklets, and anything else that students may have left behind or that does not belong in the room. These items should be taken to Campus Security Lost and Found as soon as possible.
- It is the invigilator's responsibility to take completed exams and the class list to the academic unit as soon as possible. If this is not possible, secure the exams in a safe location until able to do so.

For information only: exam handling by academic unit

- It is the decision of the academic unit and/or instructor as to whether exams will be stored in the academic unit or forwarded to the Office of the Registrar (University Centre A109) for student viewing on request.
- Due to the limited storage space in the Office of the Registrar, it is requested that exams of smaller classes be kept in the academic unit.
- Academic units should ensure that exams and NCS sheets must be in **alphabetical order** before storage.
- It is assumed that students will be permitted access to their papers without further authorization by the Instructor or Director/Chair.
- Exams are kept for 12 months from the time of the exam.

DO NOT RETURN THIS EXAM COVER SHEET TO THE OFFICE OF THE REGISTRAR