

UNIVERSITY OF VICTORIA - INVIGILATION ASSIGNMENT & INFORMATION

Office of the Registrar, (OREG)
Student Support Services
Main Floor, University Centre, Room A109 / exams@uvic.ca

*If more than one invigilator has been assigned for this exam, please coordinate the pick-up of exam papers.

BUILDINGS:

BEC- Business & Economics	DTB- David Turpin	HSD- Human & Social Dev
BWC- Bob Wright Centre	ECS- Engineering Comp Science	MAC- MacLaurin
CLE- Clearihue	ELL- Elliott	MCK- McKinnon
COR- Comett	FIA- Fine Arts	PNX- Phoenix
CUN- Cunningham	GYM- McKinnon Gym	
DSB- David F. Strong	HHB- Harry Hickman	

PICK UP LOCATION

Room A109, University Centre, Main Floor, A Wing
Office of the Registrar
Please park in the loading zone in front of University Center to avoid parking citations. Any car parked in a metered space must pay the meter and is responsible for any citations received.

PICK UP HOURS

Monday to Friday: 8:15 am - 4:00 pm

Exams are not available for pick-up on weekends, or after 4pm weekdays.
Please make arrangements to have your exams picked up during the office hours.

NOTES:

- Photo identification will be required from all invigilators.
- Exams not picked up within the above hours will be held at Campus Security.
- Exams should be checked before leaving the Office of the Registrar (OREG)
- If the invigilator noted above is unable to pick up the exam, the invigilator is responsible for making alternate arrangements. Changes MUST be reported to the Exam Clerk by email (exams@uvic.ca) or phone (250-721-8143) well in advance.

EXAM START TIMES:

9:00(am), 14:00(2pm), 19:00(7pm)

INVIGILATOR DUTIES:

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

- It is the invigilators' responsibility to pick up, distribute, collect and ensure the safe return of the exam papers to the appropriate academic unit.
- ARRIVE WELL IN ADVANCE to familiarize yourself with the room. Rooms are booked 30 minutes prior to the start and 30 minutes after the end of the exam for setup and take down.
- 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).
- 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.
- 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.
- At least one invigilator is responsible to remain in the exam room throughout the exam.
- Silence should be maintained.
- Invigilators are responsible for ensuring that students leave the exam environment upon completion of the examination.
- Upon completion of the examination, 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.
- Please note that students who require accommodation during an examination should contact the Centre for Accessible Learning (CFAL) in advance.

OVER.....

MCKINNON GYM EXAMS:

- Gym doors are opened 30 minutes prior to exam times.
- Invigilators will allow students to enter 15 minutes prior to the exam start time.
- Invigilators are responsible for writing the Course Number, Section, duration and rows of the specific exam on the board.

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, Thur 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, Associate Registrar (associatereg@uvic.ca).
- Use the student's term standing as the final grade.

LOCKED ROOMS: If the exam room is locked, please call Facilities Management, 250-721-7616 (local 7616). After hours and weekends call Campus Security, 250-721-7599 (local 7599), to have the room unlocked.

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.

UVIC COURTESY PHONE LOCATIONS: Key locations on campus are served by university-sponsored courtesy phones which are located in public areas on campus and are free for local calls (i.e. to the Greater Victoria area). More information can be found at <https://www.uvic.ca/systems/support/internettelephone/telephone/publicaccess.php>

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