

## Invigilation Procedures

**Instructions for Students Regarding the Conduct of Examinations in Central Locations** and **Procedures for the Conduct of Examinations in Central Locations** are intended for the conduct of final examinations in central examination areas. Certain procedures, however, are to be enforced for all examinations, whether in-term examinations or final examinations, and irrespective of venue. These are:

1. No student is permitted to write an examination without invigilation.
2. Students who are not registered for a course are not permitted to write examination(s) in that course.
3. Students are permitted to bring nothing to the desk except pens, pencils and, when permitted, paper, calculator, dictionary, and other items required for the examination, etc. All other items, including coats, purses, backpacks, cellular phones, notes, texts, etc., if brought into the examination room, must be left in a designated area or will be confiscated.
4. Use of all communication devices is prohibited during the examination. All such devices must be turned off by students before entering the examination room unless part of the examination process.
5. Students are not permitted to speak to one another once the examination has commenced unless part of the examination process.
6. Under no circumstances is a student allowed to take his/her script or examination booklet out of the examination room, whether or not he/she has written in it.

The remaining procedures should be adapted as appropriate for final examinations in other venues and for the conduct of in-term examinations.

**Instructions for Students Regarding the Conduct of Examinations in Central Locations** should be published on the University website, referenced on the Method of Evaluation for each course and distributed to all students via their official MUN email address. The instructions will be printed on all booklets supplied to students during examinations. The **Procedures for the Conduct of Examinations in Central Locations** will be provided by the Office of the Registrar to the Chief Invigilator and should also be distributed to all instructors.

## **INSTRUCTIONS FOR STUDENTS REGARDING THE CONDUCT OF EXAMINATIONS IN CENTRAL LOCATIONS**

1. No student is permitted to write an examination without invigilation.
2. Students who are not registered for a course are not permitted to write examination(s) in that course.
3. Students must not enter the examination room until invited by the invigilator.
4. Students' Memorial photo identification cards must be laid on the upper right hand corner of the desk until verified by the invigilator. Students unable to produce this identification upon request will not be permitted to write the examination.
5. Nothing is to be brought to the desk except pens, pencils and, when permitted, paper, calculator, dictionary, etc. All other items, including coats, purses, backpacks, cellular phones, notes, texts, etc., if brought into the examination room, must be left in a designated area or will be confiscated.
6. Use of all communication devices is prohibited during the examination. All such devices must be turned off by students before entering the examination room.
7. Eating is not permitted in the examination room but students may bring water in a clear container to their desks.
8. Prior to the commencement of the examination, students are required to write their name and student number on the examination paper or booklet in ink and to fill in and sign the subject card in ink. The completed subject card and the student's Memorial photo identification card are to be placed on the upper right-hand corner of the desk.
9. Students are not permitted to speak to one another once the examination has commenced.
10. Students normally must not leave the examination room during the first 30 minutes of the examination period.
11. Students normally will not be admitted to the examination room after the first 30 minutes of the examination period.
12. Students must not leave the examination room during the last 15 minutes of the examination period.

13. Students leaving the room during the examination should do so with the least distraction to the students still writing. Students shall not congregate outside the examination room.
14. Students who have completed the examination prior to the expiration of the allotted time must hand their examination paper or booklet to an invigilator before leaving the room.
15. At the end of the examination, all remaining students must stop writing and must remain seated until the examination papers of all students are collected by an invigilator.
16. Under no circumstances is a student allowed to take his/her examination script or examination booklet out of the examination room, whether or not he/she has written in it.
17. Students must request permission from an invigilator before leaving the examination room to use the washroom, for pre-approved prayer time or for any other reason. Students leaving the examination room temporarily should be escorted by an invigilator. The student's examination questions and script will be in the custody of the Chief Invigilator during the student's absence.
18. Whenever a student leaves the examination room unescorted, he/she is not permitted to return to the examination room.

NOTE: Since many individuals are irritated by or allergic to a variety of scents, students are asked to be considerate of their colleagues and use only scent free products when attending an examination.

## **PROCEDURES FOR THE CONDUCT OF EXAMINATIONS IN CENTRAL LOCATIONS**

The invigilator whose name appears first on the invigilation list is the Chief Invigilator. He/she is responsible for the general conduct of the examination, for the layout of the examination room and for obtaining the examination papers. Examination papers will be available one hour before the commencement of the examination. The Chief Invigilator must present to the Registrar's official the Chief Invigilator's Authorization Card before any examinations will be released.

1. There should be at least one invigilator for every 50 students.
2. Students are not permitted to invigilate examinations of their peers.
3. All invigilators are required to arrive at the examination room at least 40 minutes before the commencement of the examination to assist with the distribution of examination materials. **Each invigilator will be supplied with a copy of the official class list for his/her course(s) in which an examination is being written.**
4. Before students are admitted to the examination room, a copy of the examination, one subject card and one primary examination booklet (where required), should be placed on the desks. If additional booklets are needed, secondary booklets should be supplied, one at a time, to students requiring them.
5. In cases where a number of subjects are being written, examination papers should be distributed so that students in adjacent rows are writing different examinations. A different coloured subject card must be used for each course in which an examination is being written.
6. Students should be admitted to the examination room no more than 10 minutes before the scheduled time for the examination.
7. Students who are not registered for a course are not permitted to write the examination for that course. An announcement to this effect should be made prior to the beginning of the examination.
8. Nothing is to be brought to the desk except pens, pencils and, when permitted, paper, calculator, dictionary, etc. All other items, including coats, purses, backpacks, cellular phones, notes, texts, etc., if brought into the examination room, must be left in a designated area or will be confiscated.
9. Prior to the commencement of the examination, students are required to write their name and student number on the examination paper or booklet in ink and to fill in and sign the subject card in ink. The completed subject card and the

- student's Memorial photo identification card are to be placed on the upper right-hand corner of the desk.
10. Students normally will not be admitted to the examination room after the first 30 minutes of the examination period.
  11. Invigilators will be assigned their duties by the Chief Invigilator. During the examination they will be required to maintain a constant monitoring of the students in their charge.
  12. If cheating is suspected:
    - a. Every attempt should be made to have a second invigilator observe the student(s).
    - b. Do not interrupt the conduct of the examination.When copying is suspected, the relevant scripts must be identified and set aside at the conclusion of the examination. If students possess any unauthorized aids, such as notes, they must be confiscated.
  13. Subject cards should be collected by the Chief Invigilator during the course of the examination and before any students are permitted to leave the examination room. They should be checked against the written scripts at the end of the examination to avoid the possibility of lost examination scripts.
  14. Invigilators must verify the identity of each student, using the Memorial photo identification cards, and record the student's presence on an official class list.
  15. Instructors who are not invigilating the examination in their course are asked to attend the examination room within the first 30 minutes of the examination in case questions arise. Such instructors should then be available by telephone for the remainder of the examination.
  16. Students must request permission from an invigilator before leaving the examination room to use the washroom, for pre-approved prayer time or for any other reason. Students leaving the examination room temporarily should be escorted by an invigilator. The student's examination questions and script will be in the custody of the Chief Invigilator during the student's absence.
  17. Whenever a student leaves the examination room unescorted, he/she is not permitted to return to the examination room.
  18. Students normally must not leave the examination room during the first 30 minutes of the examination period.
  19. Students should be advised when there is 15 minutes left in the examination period.

20. Students must not leave the examination room during the last 15 minutes of the examination period.
21. Students who have completed the examination prior to the expiration of the allotted time must hand their examination paper or booklet to an invigilator before leaving the room.
22. At the end of the examination, students must be told to stop writing.
23. At the end of the examination, all remaining students must stop writing and must stay seated until the examination scripts of all students are collected by an invigilator.
24. Under no circumstances is a student allowed to take his/her examination script or examination booklet out of the examination room, whether or not he/she has written in it.
25. If a student is taken ill during an examination, he/she should be directed to Student Health Services or another medical facility, and advised that a medical note will be needed when applying for a deferred examination. The names of such students should be noted on the Chief Invigilator's Report of Examination.
26. When the examination is over, invigilators are required to remain in the room until it has been ascertained that the number of subject cards matches the number of examination scripts. If the numbers do not agree, appropriate action will be taken by the Chief Invigilator.
27. Chief Invigilators are required to return the Chief Invigilator's Report of Examination form to the Office of the Registrar.
28. In the case of an emergency evacuation of the examination room, invigilators will reach a decision as to the validity of the examination, whether the examination can be resumed or whether another or an alternate assessment is necessary. Any consequent changes in the method of evaluation must be in accordance with **General Academic Regulation 5.6 Evaluation.**