

## Examination and Invigilation Guidelines for the Remote Learning Environment

The current approved invigilation procedures (May 12, 2009) were written within the context of invigilating in-person examinations. In light of the ongoing COVID-19 pandemic, the following provides minimum guidelines for the online and remote learning environments.

### Non-invigilated online or remotely-delivered examinations:

- A student must adhere to designated start and end times for the examination. Normally, no additional time will be provided if a student starts the examination late.
- Under no circumstances is a student allowed to distribute the examination script and/or any examination questions/responses outside of the examination setting.
- A student is permitted to have access only to pens, pencils, erasers, and other items specified by the course instructor. No other items, including devices with telecommunications and/or storage capability (e.g. cellular phones, smart watches, etc.), notes, textbooks, calculators, etc., are to be accessed by a student.
- The use of unauthorized computer software, applications and resources, such as internet browsers, search engines and screen capture software, is prohibited.
- A student is not permitted to communicate with any unauthorized individual.
- A list of authorized aids, if any, including items, devices, computer resources and individuals with whom communication is permitted, must be distributed to students prior to the examination and printed on the examination script.
- The possession and/or use of an unauthorized aid constitutes an act of academic misconduct.

### Invigilated online and remotely-delivered examinations:

- The method of invigilation must be identified on the course syllabus. Any change to the method of invigilation should follow the same procedure outlined in [General Academic Regulation 6.7.4 Changing the Method of Evaluation](#).
- A student must adhere to designated start and end times for the examination. Normally, no additional time will be provided if a student starts the examination late.
- Under no circumstances is a student allowed to distribute the examination script and/or any examination questions/responses outside of the examination setting.
- Students must provide proof of identity. It is recommended that this take the form of a Memorial University Student Identification card, but any government-issued photo identification is acceptable.
- A student is permitted to drink from a clear glass or bottle.

- In addition to the hardware needed for invigilation, a student is permitted to have access only to pens, pencils, erasers, and other items specified by the course instructor. No other items, including devices with telecommunications and/or storage capability (e.g. cellular phones, smart watches, etc.), notes, textbooks, calculators, etc., are to be accessed by a student.
- The use of unauthorized computer software, applications and resources, such as internet browsers, search engines and screen capture software, is prohibited.
- A student is not permitted to communicate with any unauthorized individual.
- A list of authorized aids, if any, including items, devices, computer resources and individuals with whom communication is permitted, must be distributed to students prior to the examination and printed on the examination script.
- The possession and/or use of an unauthorized aid constitutes an act of academic misconduct.
- A student must request permission from an invigilator before leaving to use the washroom, for pre-approved prayer time, or for any other reason. Students are reminded that consulting unauthorized aids or communicating with unauthorized individuals is prohibited during this, and any other, time.
- Any period of absence during the examination must be noted by the invigilator and reported to the course instructor.
- It is an invigilator's responsibility to provide constant monitoring of the students in their charge during the examination.
- If an act of academic misconduct is suspected, it should be noted in detail by the invigilator and reported to the instructor. The student should be permitted to finish writing the examination.
- In the case of an emergency (including illness) or a technical interruption affecting a student or the invigilator, the invigilator will report the incident to the course instructor, who will make a decision as to the validity of the examination, whether the examination can be resumed, and/or whether an additional or alternate assessment is necessary. Any consequent changes in the method of evaluation must be in accordance with the General Academic Regulations on Evaluation.