

INVIGILATION GUIDELINES

The following guidelines are designed to help invigilators administer examinations. Further questions regarding invigilation can be directed to your unit/department.

1. At the start of the exam, present students with the **Rules Governing Formal Examinations** which are printed on the official exam booklets and available online at <http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,41,89,1009>.
2. At the start of every exam, instruct students of procedures in the case of an alarm. Detailed procedures are attached.
3. Consider counting exams before handing them out and again as they are handed back in. Making an identifying mark on exams may discourage students from submitting prewritten pages. 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.
4. 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 Gym where a seating plan is predetermined.
5. Control the movement of students in and out of the room. No student should be permitted to leave within the first half-hour, and no student should be permitted to enter after the first half-hour. If no students have left the exam room yet, then a student arriving more than half an hour later 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).
6. Before the exam, remind students to use the washroom. During the exam, only one student should leave the room at a time. If there are enough invigilators, have one accompany each student to the door of the washroom.
7. Ensure students identify themselves on the exam paper in ink with name, student number, and signature. Require all students to show their UBCcard, and 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. 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.
8. Inform students of the material they are permitted to keep with them (e.g., UBCcard, writing instruments, wallet, purse, clear water bottle) or use for the exam (e.g., notes, books, calculator, etc.). During the exam, control the materials that students have within

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reach – nothing but the essentials should be on the desk. Non-essential and non-valuable material needs to be left out of reach. Confiscate material if the student will not show you what information it contains.

9. 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. Talk to the student if you notice behaviour that suggests infraction (e.g., body position, unauthorized materials, etc.). 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 you catch a student cheating, appropriate action includes confiscating the exam along with any unauthorized material and informing the student of your reason for doing so. The student should then be directed to report to the unit/department head. You will also need to prepare a written report for the unit/department head. 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.

10. Control the collection of exams to prevent students from leaving with one. For exams 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. Walk around and collect the exams, checking off names as you go, or ask for papers at the front ensuring that a long line does not develop – these encourage last-minute writing and may allow a student to slip out with the exam. If there is a discrepancy between the invigilation list and the number of papers handed in, do a careful check of the room to confirm that a missing exam has not been overlooked.
11. At the end of the exam, remind students to check their seats for personal items. Collect any unused exam booklets and return them to the front of the room. Collect any other exam materials (e.g., left-over exam paper, students' notes, forgotten items, etc.) and dispose of them accordingly (e.g., return items to unit/department, recycle paper, etc.).

GYM INVIGILATION

Invigilator Responsibilities

When invigilating an exam in the Gym, please keep in mind the following:

- Invigilators should arrive at the Gym at least a half-hour before the exam is scheduled to begin.
- Exam booklets should be placed face down on the tables of the rows assigned to you.
- When students are entering the gym area, make sure that bags and books are left at the back of the Gym and that exits are left clear.
- When students are receiving their exam instructions, do a security sweep of the washrooms.
- During the exam, walk around the rows on a regular basis.
- Invigilators should not talk to each other in the gym; if necessary, they should step into the hallway to talk.
- Invigilator gender balance must be maintained for the duration of the exam; students must be escorted to the door of the washroom by an invigilator of the same sex.
- Ensure that the sign-out tables are properly staffed.

Chief Invigilator Responsibilities

- The Chief Invigilator (CI) will assume overall responsibility for the exam set-up, distribution, invigilation, security, emergencies, and collection.
- The CI will ensure that all invigilators are present.
- Students should be allowed to enter the gym at least 15 minutes prior to the exam start.
- As students file into the gym, the CI should remind them repeatedly that:
 - They are not to talk
 - They must turn off cell phones and keep them out of reach
 - They must quickly find their seat
 - They must have their UBCCard with them
 - They are not to turn over their exam

Once all students are seated, announce the following: **To be read by Chief Invigilator**

Emergency Exit Information:

Final exams will begin in a few minutes, but before we begin, please take a moment to familiarize yourself with the nearest exit(s). Emergency exits on the main level are located at the four corners of the building. Emergency exits are also located on the upper level directly behind the bleachers and at the end of the hallway. Once outside the building follow the directions of the Emergency Wardens who will direct you to your safe location area. The Emergency Wardens will be recognizable from their high visibility vests. If you require special assistance or consideration, please let me or your Professor know to have your concerns addressed.

1. *Make sure you have the right exam in front of you, then place it face down.*
2. *Backpacks/books are to be stored at the back of the Gym. Valuables may be kept under your chair, out of easy access.*
3. *Place your UBCcard, or other picture ID on the corner of your desk.*
4. *Beverages in clear containers are allowed during the exam. Food is not.*
5. *You are not permitted to ask questions of the invigilators, except in cases of supposed errors or ambiguities in examination questions. If you have any questions, raise your hand.*
6. *Candidates suspected of any of the following, or similar, dishonest practices shall be immediately dismissed from the examination and shall be liable to disciplinary action:*
 - *having at the place of writing any books, papers or memoranda, calculators, computers, sound or image players/recorders/transmitters (including telephones), or other memory aid devices, other than those authorized by the examiners;*
 - *speaking or communicating with other candidates;*
 - *purposely exposing written papers to the view of other candidates or imaging devices. The plea of accident or forgetfulness shall not be received.*
7. *No candidate shall be permitted to enter the Gym after the expiration of one half-hour from the scheduled starting time, or to leave during the first half-hour of the examination.*
8. *If you must go to the washroom, you are to raise your hand so that you can be escorted to the washroom.*
9. *You are to keep in mind whether your exam is 2 or 3 hours in length. (Show them the clock and ask that they keep track of the time).*
10. *You must not destroy or mutilate any examination material, you must hand in all examination papers, and you must not take any examination material from the Gym without permission of the invigilator.*
11. *When you have completed the exam, you are to bring your exam to the back of the Gym and sign out.*

12. When you have signed out, quietly leave by the wooden doors at the back. You must leave the building as soon as your exam is over; you are not to talk before leaving the building. (Repeat).

- Have invigilators pass a student sign-in/-out sheet down each row of students.
- Make sure faculty members are at the sign-out tables.

Back-up Invigilator Responsibilities

The Back-up Invigilator may be called upon to administer the exam if the Chief Invigilators are not available. Back-up Invigilator responsibilities include the following:

- Contact the scheduled invigilator prior to the assigned exam period to see whether they would like your assistance with exam distribution.
- If two back-up invigilators have been assigned to your exam period, please arrange with the other back-up invigilator to coordinate coverage.

If the Chief Invigilator does not arrive, the Back-up Invigilator will administer the exam and assume the Chief Invigilator's responsibilities, as previously described.

FIRE ALARM PROCEDURES

In the event a fire alarm rings, the building will be evacuated.

The examination invigilator will, when the fire alarm sounds, inform students of the procedures to be followed. Invigilators will instruct students to leave the examination papers face down on their desk, exit to the designated meeting area, remain as a group and not disperse and not discuss the examination.

The invigilator will report to the "muster station" to gather information from the building authorities and the Fire Department, or the RCMP and Campus Security in the event of a bomb threat.

The invigilator will make the decision whether or not to resume the examination. If the occupants can return to the examination and complete the examination within 3 hours of the time the examination commenced, it is recommended that the examination be resumed. Invigilators are responsible for the examination papers left in the examination room. In making this decision, the invigilator shall take into account the class size, the length of the exam, the weather and any other pertinent circumstances.

Academic Units are responsible for establishing and implementing internal procedures regarding examination disruption. These procedures should consider the various conditions for examinations such as a course with multiple sections located in more than one building.

Should an invigilator decide not to resume the examination and it is determined that the examination cannot be graded as complete, the course instructor shall contact Enrolment Services (7-9104) and request that the examination be rescheduled. Enrolment Services will consult with the Academic Unit to reschedule the examination. Where possible, the examination will be rescheduled for the forthcoming Sunday provided that the Sunday falls within the posted examination period. If it does not, the Academic Unit and Enrolment Services will determine the new date for the exam.