

EXAMINATIONS

Examination Papers, Proctor Lists and Random Seating

The Registrar is responsible for printing, and bearing the cost of printing examination papers. Instructors or Departments must be prepared to print, and bear the cost of printing examinations that are not received in our office by the deadline. Proctor lists and random seating requests for all examinations must be submitted to the Scheduling unit. For security purposes, information regarding submission and deadlines will/or has been sent to the Departmental Administrative Assistant.

Please refer to the instructions for examinations standard title page, which is posted on this web site.

Materials Distribution during Examinations

An examinations staff member will provide all examination materials at the gym or classroom no later than one half hour prior to the commencement of the examination. Examinations staff are identified by a name tag.

Duties of Chairs, Instructors and Exam Proctors

Faculty Handbook regulations state that Chairs must provide our office with a list of proctors who will be in attendance at each examination. Also, at least one instructor (not a Teaching Assistant) will be present for the duration of the examination. The ratio of proctors to students per room is 1 proctor per 50 students.

Faculty Handbook regulations require that instructors (and their hired proctors, if required), be at the exam site no later than one half hour prior to the commencement of their exam. This regulation is in place to allow time for instructors and proctors to set out materials, to resolve any unexpected problems, and to ensure the exam begins and ends on time.

Regrettably, examinations staff cannot wait on late arrival to admit students writing other examinations to the gyms. In anticipation of the late arrival of an instructor or proctor, students will be seated without their exam paper. If the examination is running during normal office hours we will make every attempt to contact an absent instructor/proctor, or failing that, a member of the department, or finally the Dean of the appropriate faculty to advise of the situation and to locate someone who can attend and proctor the examination. In the evening and on Saturday we do not have contact resources available. We will dismiss the students if no instructor or proctor arrives within 45 minutes of the commencement of the examination.

Depending on the circumstances, students, instructors and proctors may need to be prepared to move completion of a late-start exam to another location in order to allow for the required extended time to finish writing.

Duties of Chief Invigilators and Assistant Invigilators

Chief Invigilators

An examinations Chief Invigilator, hired by the Registrar, will preside over all examination periods to supervise processing for all physical arrangements, and ensure smooth conduct of examinations, including beginning and concluding on time. The Chief Invigilator will also assist to resolve disputes, and ensure that examinations irregularities are documented.

Assistant Invigilators

Reporting to the Chief Invigilator, Assistant Invigilators, hired by the Registrar, will perform the following duties in the gyms and classrooms:

- Deliver examination printed papers, and other materials as required to the instructor.
- Make announcements at the start of exams (for exams in the gyms).
- Provide additional examination materials, when required.
- Collect student examination attendance and proctor cards.
- Assist with washroom duty for instructors/proctors/students when no other proctor is available to monitor the exam (normally in classrooms when only one proctor is in attendance).
- Assist instructors and Campus Security in case of an emergency.
- Collect all unused materials at the conclusion of the exam.

Please note the Registrar's Office staff are not allowed, or qualified to proctor examinations except only briefly when the instructor/proctor requires a 10-15 minute break, or to accompany a student to the washroom.

Pat Cane
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Examinations and Timetables