



INVIGILATION AND SECURITY OF EXAMINATIONS

Section:	Academic/Student
Subject:	Student Performance and Behavior
Legislation:	
Effective:	March 9, 1991
Revision:	Reformatted August 1, 2003; January 21, 2005; September 19, 2007; February 28, 2012

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to schedule and invigilate examinations to create an environment of academic integrity, promote honorable student behavior and support student academic success.

PROCEDURE

GOVERNING PRINCIPLES

1. The examination process is inherently stressful and should be managed to minimize confusion and uncertainty.
2. The examination environment should enable students to concentrate and demonstrate what they have learned.
3. This procedure does not apply to:
 - a) distance education examinations, as these are governed by AC.3.3.2 Distance Education Invigilation and Security of Examinations
 - b) external examinations administered at SAIT, such as Apprentice Board examinations, as these are governed by the external organization’s procedures.

DEFINITIONS

Examination A comprehensive form of testing for the purpose of assessing student learning, which may include unit tests, midterm examinations, and final examinations.

Examination Guidelines Methods that are consistently applied across SAIT programs as well as those that are specific to certain programs.

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PROCESSEDURE



Invigilator

A SAIT Polytechnic employee or SAIT-approved individual authorized to oversee the administration of an examination.

PROCEDURE

A. Responsibilities of the Office of the Registrar

1. Where the Office of the Registrar is responsible for scheduling examinations, it shall:
 - a) Schedule final examinations.
 - b) Schedule midterm examinations upon request.
 - c) Prepare and publish the final examination schedule.
 - d) Schedule final examination rooms. Room allocation and set-up is the combined responsibility of the Office of the Registrar, Facilities Management and the school.

B. School Responsibilities

1. Prepare examinations.
2. Ensure that a SAIT employee who is registered in a SAIT course is administered an examination to which he/she has not had advance access.
3. Work with Accessibility Services in accommodating students with disabilities, as per AC.3.16.1 Accommodations for Students with Disabilities.
4. Ensure that students know what materials, devices and resources they are permitted to use during the examination.
5. Provide invigilators for examinations. When the examination is held in the Testing Centre, the Testing Centre will provide the invigilator(s).
6. Provide a communication and assistance mechanism for invigilators working alone.
7. Check examination room set-up prior to the examination, and address set-up concerns.
8. Ensure that passwords for online examinations are regularly changed.
9. Ensure that all students, faculty and invigilators have access to the examination guidelines.
10. Should a major disruption occur during the final exam, such as a fire alarm or other emergency, the school will decide upon the appropriate solution and will work in consultation with the Office of the Registrar to implement that solution. This may include, for instance, extending the examination, deferring the examination, or basing the students' grades on an alternate form of evaluation.

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C. Invigilator Responsibilities

1. Show courtesy to students, while safeguarding the integrity of the examination materials and process.
2. Inform students of the materials, devices and resources they may use during the examination.
3. Start and end the examination on time.
4. Provide an appropriate degree of invigilation:
 - a) Confirm the identity of each student writing the exam, such as by asking students to present their government/SAIT photo ID and/or signing the class list.
 - b) Ensure students have access to only the materials, devices and resources allowed for the examination.
 - c) Have students store all large items (such as coats and bags) in a central location. Students may store valuables, such as laptop computers and purses, under their workspaces.
 - d) Remind students that they are not allowed to bring communication or electronic devices into the examination room, with the exception of devices permitted as per paragraph 4 b).
 - e) Advise students that they are not allowed to leave the examination room until 30 minutes past the starting time.
 - f) Refer any students who arrive more than 30 minutes past the starting time to their Academic Chair/Coordinator, and advise these students that they are not allowed to enter the examination room.
 - g) Allow students to leave the room to use the washroom; students must get permission from an invigilator to leave the room and may not take any communication or electronic devices with them to the washroom. Only one student may leave the examination room at a time to use the washroom, except in the gymnasium or other large examination rooms where there are enough invigilators to monitor security and to therefore allow more than one student to leave at a time. Where feasible, an invigilator may accompany students to the washroom.
 - h) Students may not wear headgear during the examination, with the exception of religious headgear.
 - i) Assist students in any way that does not affect the integrity of the examination.
 - j) Relocate students as necessary.
5. Exercise discretion during any instance of suspected academic dishonesty, and use reasonable measures to prevent further dishonesty.
 - a) If academic dishonesty is suspected, the invigilator shall:
 - i) Make careful observations and, if possible, have another invigilator confirm those observations.
 - ii) Allow the student to complete the examination.
 - iii) Make notes indicating day, time, room, student name, student ID number, class, possible witnesses and details of the events, using the Record of Suspected Academic Dishonesty, an Associated Document to this procedure.

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- iv) Report the incident(s) and provide his/her notes as soon as possible to his/her supervisor and to the Academic Chair/Coordinator of the student's program, if different from the invigilator's supervisor.
 - b) If academic dishonesty is clearly apparent:
 - i) Make careful observations and, if possible, have another invigilator confirm those observations.
 - ii) Confiscate evidence where feasible, confiscate the examination, and have the student leave the examination room once 30 minutes have passed since the start of the examination.
 - iii) Make notes indicating day, time, room, student name, student number, class, possible witnesses and details of the events using the Record of Suspected Academic Dishonesty, an Associated Document to this procedure.
 - iv) Report the incident(s) and provide his/her notes as soon as possible to his/her supervisor and to the Academic Chair/Coordinator of the student's program, if different from the invigilator's supervisor.
6. In the event of an emergency, direct the students to leave all examination materials in the examination room and evacuate the building in an orderly manner. If students are using laptops, the invigilator may direct the students to take the laptops with them.
7. Follow the SAIT HELP line procedures for assistance in the event of a disturbance, confrontation or health emergency.
8. Communicate with other invigilators quietly and only as necessary to manage the invigilation process.
9. Ask students who do not comply with examination writing guidelines to leave the examination room once 30 minutes have passed since the start of the examination, and to immediately report to their Academic Chair/Coordinator.
10. Ensure examinations and exam materials are accounted for before a student is allowed to leave the examination room.

D. Invigilator Responsibilities - Online Examinations

In addition to the invigilator responsibilities outlined above, invigilators of online examinations shall:

1. Enter the examination password for each student; do not give the password to the student to enter.
2. Direct the student to save his/her examination often. If there is a technology malfunction during the online examination, assist the student as necessary. If troubleshooting is not successful, the student will need to write his/her examination at a later date.
3. Report malfunctions to the Academic Chair/Coordinator so an alternate examination date can be established.

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E. Student Responsibilities

1. Observe SAIT's academic honesty regulations as per AC.3.4.1 Student Code of Conduct.
2. A student who is also a SAIT employee must advise the instructor if he/she has had advance access to the examination(s) for the course in which he/she is registered.
3. Arrive ahead of time. Students arriving late will not be granted additional writing time unless there are extenuating circumstances.
4. A student who arrives more than 30 minutes past the starting time will not be permitted entry into the examination room and must immediately see his/her Academic Chair/Coordinator to explain the circumstances and to request a deferred examination. A student may be required to submit documents or other evidence that corroborate the reason for his/her absence.
5. Be prepared to show a valid government/SAIT photo ID (for example, a student card, driver's license or other government-issued photo ID).
6. Bring computer ID or passwords if required for online examinations.
7. Bring only what is allowed and required for the examination, bearing in mind that SAIT is not liable for lost or stolen items. Personal items may be stored in the designated central location. Valuables such as purses may be stored under the student's workspace.
8. Students are not allowed to bring communication and electronic devices into the examination room, unless those devices are permitted for the examination.
9. Remove all headgear before the examination starts, with the exception of religious headgear.
10. Respect other students' sensitivities by minimizing noise and other disturbances, and by refraining from wearing heavy scents to which others could be allergic or sensitive.
11. Do not communicate or attempt to communicate with other students once the examination starts, unless the examination guidelines specifically permit this.
12. Comply with the invigilator's directions. A student who does not comply with the invigilator's directions may be asked to leave the examination room before he/she has completed the examination.
13. Remain in the examination room for a minimum of 30 minutes after the examination starts.
14. If a student has a personal emergency requiring him/her to leave the examination room before completing the examination, inform the invigilator of the emergency before leaving the room and request assistance if required. Contact the Academic Chair/Coordinator to determine whether and how the student may subsequently complete the examination.

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15. Return examination and examination materials to the invigilator prior to leaving the exam room.
16. Do not linger outside the examination room, as any noise is highly disruptive to students who are still in the examination room.

F. Student Accommodations and Deferred Examinations

1. A student cannot be scheduled to take more than three examinations in a 24-hour period or to take two or more examinations at the same time. If this happens, the student should consult with his/her Academic Chair/Coordinator at least ten working days before the start of the examination period in order to defer examinations as necessary.
2. A student who will miss an examination due to religious observance must contact his/her Academic Chair/Coordinator at least ten working days prior to the start of the examination period in order to determine eligibility to write a deferred examination.
3. A student who misses an examination, arrives more than 30 minutes later than the start time or is asked to leave the examination room for failing to comply with the invigilator's directions should immediately contact his/her Academic Chair/Coordinator no later than within 24 hours following that examination. The Academic Chair/Coordinator will determine if the student's absence is excused and if the student is therefore eligible to write a deferred examination. As per AC.3.8.1 Attendance Requirements procedure, an excused absence may include illness, court appearances, bereavement, or significant extenuating personal circumstances.
4. A student may be required to submit documents or other evidence that corroborate the reason for his/her absence.
5. A deferred examination can take place only after, and not before, the original examination has been held.
6. A deferred examination should differ from the original examination. A student is not entitled to additional or special assistance to help prepare for the deferred examination.
7. A student who wishes to defer a final examination must complete the Deferred Final Examination form, an Associated Document to this procedure, and submit the form to his/her Academic Chair/Coordinator.
8. A student who has a disability that requires accommodation must provide documentation to Accessibility Services as per the provisions of AC.3.16.1 Accommodations for Students with Disabilities procedure, at least 15 working days before the start of the examination period.
9. A student is not eligible to write a deferred examination if he/she has:
 - a) already submitted an examination for marking; or
 - b) made travel arrangements that conflict with the examination time; or
 - c) misread the examination timetable/schedule.

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10. A student whose request to defer an examination has been declined and who wishes to challenge that decision shall follow the appeal provisions set out in AC.3.8.1 Attendance Procedure.

ASSOCIATED DOCUMENTS

1. Record of Suspected Academic Dishonesty
2. Deferred Final Examination form

POLICY/PROCEDURE REFERENCE

- AC.2.18.1 Scheduling Procedure
- AC.3.3 Evaluation of Student Learning
- AC.3.3.2 Distance Education Invigilation and Security of Examinations
- AC.3.4.1 Student Code of Conduct procedure
- AC.3.8.1 Attendance Requirements procedure
- AC.3.16.1 Accommodations for Students with Disabilities procedure

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PROCEEDURE



**AC.3.3.1 Invigilation and Security of Examinations
Record of Suspected Academic Dishonesty**

Date:	Time:
Course/Exam:	Room:
Student's Name:	Student ID Number:
Potential Witnesses	
Name	ID Number
Details of the events:	
Invigilator(s) Name:	Signature:

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AC.3.3.1 Invigilation and Security of Examinations Deferred Examination Form

Form is under development: to be inserted here as an associated document to this procedure.

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