



DISTANCE EDUCATION INVIGILATION AND SECURITY OF EXAMINATIONS

Section:	Academic/Student
Subject:	Student Performance and Behavior
Legislation:	
Effective:	
Revision:	January 21, 2005; 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.

DEFINITIONS

Examination	A comprehensive form of testing for the purpose of assessing student learning, which may include admission tests, selection tests, 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.
Invigilator	A SAIT Polytechnic employee or SAIT-approved individual or agency authorized to oversee the administration of an examination.
Testing Centre	A facility designed to hold secure examination writing sessions and that is approved by SAIT. They are typically secondary schools, post secondary schools and/or educational consortiums.

The official controlled version of this document is held in the Board of Governors Office

PROCEEDURE

PROCEDURE

A. Distance Education Office Responsibilities

1. Book examinations upon student request.
2. Confirm and log the student's examination request.
3. Ensure the examination, passwords, and any required documentation are at the Testing Centre at least three working days before the examination date.
4. Work with Accessibility Services in accommodating students with disabilities, as per AC.3.16.1 Accommodations for Students with Disabilities.
5. Ensure that students know what materials, devices and resources they are permitted to use during the examination.
6. Ensure that passwords for online examinations are regularly changed.
7. Ensure that all students, faculty and invigilators have access to the examination guidelines.
8. Ensure the completed examination is given to the instructor for marking.
9. Should a major disruption occur during the writing of an examination, such as a fire alarm or other emergency, the Distance Education office will decide upon the appropriate solution. This may include extending the examination, rescheduling the examination, or basing the student's grade on an alternate form of evaluation.

B. School Responsibilities

1. Prepare and provide examinations to the Distance Education Office.
2. Inform the Distance Education Office of the materials, devices and resources that students are permitted to use during the examination.
3. 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.

C. Invigilator Responsibilities

1. Invigilate the examination within two weeks of receiving it. If the examination is not written within two weeks, return the examination package to the Distance Education Office.
2. Do not accept any student assignments at the exam sitting.

The official controlled version of this document is held in the Board of Governors Office

3. Show courtesy to students, while safeguarding the integrity of the examination materials and process.
4. Inform students of the materials, devices and resources they may use during the examination.
5. Start and end the examination on time.
6. Provide an appropriate degree of invigilation:
 - a) Ask students to present their government/SAIT photo ID card.
 - 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 and electronic devices into the examination room, with the exception of devices permitted as per paragraph 6b).
 - 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 the Distance Education Office, and advise these students that they are not allowed to enter the examination room. The students must explain their circumstances to the Distance Education Office and request a rescheduled examination.
 - g) Students may not wear headgear during the examination, with the exception of religious headgear.
 - h) Assist students in any way that does not affect the integrity of the examination.
 - i) Relocate students as necessary.
7. 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.
 - iv) Report the incident(s) and provide his/her notes as soon as possible to the Distance Education Office.
 - 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 Testing Centre once 30 minutes have passed since the start of the examination.

The official controlled version of this document is held in the Board of Governors Office

- 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 the Distance Education Office.
8. Permit only one student to leave the Testing Centre at a time to use the washroom.
 9. In the event of an emergency, direct the student to leave all examination materials in the Testing Centre and evacuate the building in an orderly manner. If the student is using a laptop, the invigilator may direct the student to take the laptop with him/her.
 10. Obtain assistance in the event of a disturbance, confrontation or health emergency.
 11. Communicate with other invigilators quietly and only as necessary to manage the invigilation process.
 12. Ask students who do not comply with examination writing guidelines to leave the Testing Centre once 30 minutes have passed since the start of the examination, and to contact the Distance Education Office.
 13. Ensure examinations and exam materials are accounted for before a student is allowed to leave the examination room.
 14. Fill in and return the Invigilation Report with the examination papers. Failure to do this will hold up the students' results.
 15. Keep the completed examination paper in a secure place until it is ready to be mailed to SAIT and do not, under any circumstances, release the written examination to the student.
 16. External invigilators shall mail the examination to SAIT by regular mail in the self-addressed envelope that is supplied. Students are responsible for any fees associated with returning the examination to SAIT.
 17. If the examination is misplaced in the mail and does not arrive at SAIT, the Distance Education Office will determine the appropriate solution.

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 an 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. Advise the student to contact the Distance Education Office to rebook the examination.

The official controlled version of this document is held in the Board of Governors Office

3. Inform the Distance Education Office of any student who needs to rebook his/her examination.

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. Students who live within a 100 kilometer radius of SAIT are expected to write the examination at SAIT's Testing Centre. If this is impossible, students must make special arrangements with SAIT.
4. Students who live more than 100 kilometers from SAIT may write their examinations at any of the eCampus Alberta partner sites or at a SAIT-approved Testing Centre.
5. Book examinations with the Distance Education Office.
6. Students are responsible for invigilation fees and postage as required by the invigilator. Students should ensure they have the necessary monies with them before they begin their examinations.
7. Arrive ahead of time. Students arriving late will usually not be granted additional writing time.
8. A student who arrives more than 30 minutes past the starting time will not be permitted entry into the Testing Centre and must contact the Distance Education Office to explain the circumstances and to request a rescheduled examination.
9. Show a valid government/SAIT photo ID (student card or driver's license).
10. Bring computer ID or passwords if required for online examinations.
11. Bring only what is allowed and required for the exam, bearing in mind that the Testing Centre 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.
12. Students are not allowed to bring communication and electronic devices into the examination room, unless those devices are permitted for the examination.
13. Remove all headgear before the examination starts, with the exception of religious headgear.
14. Respect other students' sensitivities by minimizing noise and other disturbances, and refraining from wearing heavy scents to which others could be allergic or sensitive.

The official controlled version of this document is held in the Board of Governors Office

15. Do not communicate or attempt to communicate with other students once the examination starts.
16. Comply with the invigilator's requests and directions. A student who does not comply with such directions may be asked to leave the Testing Centre before he/she has completed the examination.
17. Remain in the Testing Centre for a minimum of 30 minutes after the examination starts.
18. If a student has a personal emergency requiring him/her to leave the Testing Centre before completing the examination, inform the invigilator of the emergency before leaving the room and request assistance if required. Contact the Distance Education Office to determine whether and how the student may subsequently complete the examination.
19. Do not linger outside the Testing Centre, as any noise is highly disruptive to students who are still in the Testing Centre.
20. Assignments must be submitted separately to the instructor prior to the examination.

F. Student Accommodations and Rescheduled Examinations

1. A student who will miss an examination due to religious observance must contact the Distance Education Office at least ten working days prior to the start of the scheduled examination date in order to determine eligibility to write a rescheduled examination.
2. A student who misses an examination, arrives more than 30 minutes later than the start time or is asked to leave the Testing Centre for failing to comply with the invigilator's directions should immediately contact the Distance Education Office, and no later than within 24 hours of that examination. The Distance Education Office will determine if the student's absence is excused and if the student is therefore eligible to write a rescheduled examination. As per AC.3.8.1 Attendance Requirements procedure, an excused absence may include illness, court appearances, bereavement, or significant extenuating personal circumstances.
3. A student may be required to submit documents or other evidence that corroborate the reason for his/her absence.
4. 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 examination, and must provide appropriate documentation from Accessibility Services to the Distance Education Office at the time the student books the examination.
5. A student whose request to reschedule 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.

The official controlled version of this document is held in the Board of Governors Office



ASSOCIATED DOCUMENTS

1. Record of Suspected Academic Dishonesty

POLICY/PROCEDURE REFERENCE

- AC.3.3 Evaluation of Student Learning policy
- AC.3.3.1 Invigilation and Security of Examinations procedure
- 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

The official controlled version of this document is held in the Board of Governors Office

PROCEDURE



AC.3.3.2 Distance Education 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:

PROCEEDURE

The official controlled version of this document is held in the Board of Governors Office