SAIT

AC.3.3.1
INVIGILATION AND SECURITY OF EXAMINATIONS

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
Effective:	March 9, 1991
Revision:	August 1, 2003 (reformatted); January 21, 2005; September 17, 2007; February 28, 2012; September 1, 2016 (reformatted); January 1, 2018; November 23, 2022; April 10, 2024; December 15, 2025

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APPROVED: _____

President and CEO

POLICY

The policy of the Board of Governors is that SAIT shall schedule and invigilate examinations to create an environment of academic integrity, to promote honourable student behaviour and to support student academic success.

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DEFINITIONS

Electronic or communication devices	For the purposes of this procedure, electronic or communication devices include, but are not limited to, computers, tablets, laptops, cellphones, electronic calculators, etc.
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 particular programs.

Invigilator	A SAIT employee or SAIT-approved individual authorized to oversee an examination's administration including, but not limited to, the instructor assigned to the course. For the purposes of this procedure, a "proctor" is interchangeable with "invigilator".
Student	A person who has a SAIT ID number, who is a potential applicant to SAIT, or who is taking a third-party examination administered by SAIT.

GOVERNING PRINCIPLES

1. This procedure applies to all SAIT examinations, regardless of where they are delivered (i.e. on-campus or off-campus) and how they are delivered (i.e. in-person or on-line).

2. The examination process is inherently stressful and should be managed to minimize confusion and uncertainty.

3. All members of the SAIT community are expected to treat each other with courtesy and respect during the examination process.

4. Students are expected to comply with SAIT's reasonable directions during the examination process; failure to do so may result in non-academic proceedings as per procedure AC.3.4.4 Student Non-Academic Conduct.

5. The examination environment should enable students to concentrate and demonstrate what they have learned.

6. Third-party examinations administered by SAIT, such as Apprentice Board examinations, for example, may be governed by additional and/or different requirements than are specified in this procedure.

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A. School/Department/Program Responsibilities

1. Prepare examinations. This includes ensuring that the examination is appropriate for both the subject material and for the students being examined. For instance, the use of a software program that prevents students from accessing online resources during an examination may prevent a particular student from accessing approved assistive

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technology during that exam. The invigilator may need to disable some features of that software for that particular student.

2. Ensure that a SAIT employee who is registered in a SAIT course is administered an examination to which that employee has not had advance access.

3. Work with the Accessibility Services unit in the Student Services department in accommodating students with disabilities, as per procedure AC.3.16.1 Accommodations for Students with Disabilities.

4. Ensure that students, faculty and invigilators have access to the examination guidelines for that particular examination and know what materials, electronic or communication devices and resources they are permitted to use during the examination.

5. Provide appropriate levels of invigilation for examinations. When the examination is held through SAIT's Testing Services unit, that unit will provide the invigilator(s).

6. Provide a communication and assistance mechanism for invigilators working alone.

7. Check examination location set-up prior to the examination and address set-up concerns.

8. Ensure that passwords for online examinations are regularly changed and distributed to stakeholders (for instance, students and Testing Services) as required.

9. Should a major disruption occur during the exam, such as a fire alarm or other emergency, the school/department will decide upon the appropriate solution and will work in consultation with the Office of the Registrar to implement that solution. This may include extending the examination, deferring the examination, or basing the students' grades on an alternate form of evaluation.

10. When using SAIT's Testing Centre, the school/department must ensure that:

    a) The program/instructor has created the examination session in SAIT's examination scheduling software and provided any required passwords, documentation and the examination itself (if paper-based) as per the timelines/guidelines set out on the Testing Services website.

    b) The student has scheduled their examination in SAIT's examination scheduling software as per the timelines/guidelines set out on the Testing Services website.

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Please note that non-compliance with these requirements will usually result in Testing Services being unable to administer the examination as scheduled. If so, the instructor will need to work with the student to reschedule the examination.

B. Invigilator Responsibilities

1. Arrive at the examination location before its start time, allowing sufficient time to address student issues or other issues that may arise before the examination starts.

2. Inform students of the materials, electronic or communication devices and resources they may use during the examination.

3. In the case of an online examination held off-campus, require a student to do an environmental scan of the examination location and/or to show, turn-off and place their communication devices behind them, prior to the student starting the examination.

4. Start and end the examination on time, within the parameters established for that particular examination.

5. Maintain the integrity of the examination process by providing an appropriate degree of invigilation. This includes:

    a) Confirming the identity of each student writing the examination such as by asking students to present their government/SAIT photo ID, sign the class list and/or indicate on the class list the time they arrived at the examination if this is after the examination has already started.

    b) Ensuring students have access to only the materials, electronic or communication devices and resources allowed for the examination.

    c) Requiring students to store all large items (such as coats and bags) in a designated location. Students may store valuables, such as laptop computers and purses, under their workspaces where feasible. Students may be given specific instructions on how/where to store electronic or communication devices.

    d) Reminding students that they are not allowed to access electronic or communication devices during the examination, except for:

        i) Devices that the school/department/program has specifically allowed to be used for the examination.

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ii) A communication device that the student requires for an anticipated personal emergency, with the invigilator's permission. In the case of an in-person exam, the communication device must be left with the invigilator and must be either turned off or set to vibrate, so that it is not disruptive to other students in the examination location.

e) Advising students that they are not allowed to leave the examination until 30 minutes past the starting time. Exceptions can be made in the case of a particular student where:

i) All students eligible to write the exam are present at the start of the exam and the examination is not a common examination location such as the gym or arena; or

ii) Compelling personal or medical circumstances require them to do so.

f) Advising students who arrive at/try to log into the examination more than 30 minutes after the examination starting time that they are not allowed to begin the examination and referring those students to their academic chair/coordinator.

g) Allowing students to leave the examination location to use the washroom, subject to the following:

i) Students must obtain permission from the invigilator to leave the examination location. A student may generally not leave the examination location to use the washroom during the first 30 minutes of the exam.

ii) Students may not take any examination materials and/or any electronic or communication devices with them to the washroom.

iii) Only one student may leave the examination location at a time to use the washroom except in examination locations such as the gymnasium or Testing Services, 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 should accompany students to the washroom.

iv) SAIT's buildings and facilities, including washrooms, are considered to be an extension of the examination location for the duration of the exam and examination rules apply.

h) Requiring students to remove their headgear during the examination, with the exception of religious headgear.

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

i) Avoiding situations where students can unobtrusively record examination questions and take those questions with them at the examination's end. Depending on the particular examination, this may be accomplished by ensuring examinations and exam materials are accounted for before a student leaves the examination, ensuring/seeing students destroy all scrap paper they were allowed to use during the examination, collecting a student's scrap paper, etc.

j) Entering the examination password for each student, where feasible. If students are given the password to enter, the invigilator must change the password for the next group of students.

6. If academic misconduct is suspected, the invigilator shall:

a) Make careful observations and, if possible, have another invigilator confirm those observations.

b) Either allow the student to complete the examination or confiscate the examination and require the student to immediately end the examination and leave the examination. This will depend on the invigilator's judgment as to which option creates less disruption to other students in the examination location. Regardless, the invigilator must, where feasible, confiscate any physical evidence of academic misconduct.

c) Make notes indicating day, time, room, student name, student ID number, class, possible witnesses and details of the events, using Schedule A, Record of Suspected Academic Misconduct, an Associated Document to this procedure.

d) Take reasonable measures to prevent further academic misconduct during that examination. This might include, for instance, relocating students in the examination location.

e) Report the incident(s) and provide notes as soon as possible (and no later than two business days at most) to the invigilator's supervisor and to the student's academic chair/coordinator, if different from the invigilator's supervisor. Refer to Schedules B and C, procedure AC.3.4.3 Student Academic Conduct for academic misconduct proceeding timelines. Note that if the situation arises through Testing Services, that invigilator will contact the instructor for direction and inform them of the suspected academic misconduct.

f) In the case of an online examination, a recording of an examination is not automatic proof of a student's academic misconduct; the recording should,

however, be reviewed where the student's behaviour during the examination raises academic integrity concerns and it may become evidence in proceedings under procedure AC.3.4.3 Student Academic Conduct or AC.3.4.4 Student Non-Academic Conduct.

7. In the event of an emergency, direct the students to leave all examination materials in the examination location 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.

8. Follow the SAIT HELP Line emergency response processes for assistance in the event of a disturbance, confrontation or health emergency.

9. Communicate with other invigilators quietly and only as necessary to manage the invigilation process.

10. Ask students who are disruptive or who do not comply with examination guidelines/SAIT's reasonable requests to leave the examination location, confiscate their examinations and immediately report this to the student's academic chair/coordinator. Note that the invigilator has the discretion to allow the student to continue with the examination in situations where the invigilator's judgment is that this will create less disruption to other students in the examination room.

11. Assist students in any way that does not affect the integrity of the examination. If there are technological issues during an examination, assist the student as necessary. If troubleshooting is not successful, the student may need to take the examination at a later date.

C. Student Responsibilities

1. Arrive at/log into the examination ahead of time and be ready to take the examination at its starting time.

   a) A student starting an examination late will not be granted additional writing time. This means that the examination will end based on the scheduled starting time and not on the time that the student began the examination. An exception may be made in extenuating circumstances.

   b) A student who arrives at/attempts to log into an examination more than 30 minutes after the examination's starting time will not be allowed to start the

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examination and must immediately contact their academic chair/coordinator to explain the extenuating circumstances and to request a deferred examination.

c) A student may be required to submit documents or other evidence that corroborate the extenuating circumstances.

2. Upon an invigilator's request, show a valid government/SAIT photo ID (for example, a student card, driver's license or other government-issued photo ID).

3. Bring computer ID and/or passwords if required for online examinations.

4. Maintain the integrity of the examination process by:

a) Advising the instructor if the student has had advance access to the examination(s) for the course in which the student is registered.

b) Bringing only what is allowed and required for the examination, bearing in mind that SAIT is not liable for lost or stolen items and following the invigilator's directions as to how/where to store personal items during the examination.

c) Not accessing electronic or communication devices during the examination, unless those devices are permitted for the examination or unless the invigilator has allowed a student to access a communication device for an anticipated personal emergency.

d) Removing all headgear before the examination starts, with the exception of religious headgear.

e) Remaining in the examination location for at least 30 minutes after the examination starts. If a student has a personal emergency that requires the student to leave the examination before completing the examination, inform the invigilator of the emergency before leaving and request assistance if required. If the student wishes to return to the examination and continue the examination, the student will not be granted additional writing time unless there are extenuating circumstances. If the student is unable to continue the examination at that time, the student shall contact the academic chair/coordinator to determine if and how the student may subsequently complete the examination.

f) Not communicating/attempting to communicate with other students once the examination starts, unless the examination guidelines specifically permit this.

g) Returning the examination and examination materials to the invigilator prior to leaving the examination and complying with the invigilator's directions to destroy/submit any scrap paper that the student may have been allowed to use during the examination.

h) Complying with the invigilator's request to provide an environmental scan of the examination location prior to the start of an off-campus online examination.

i) Remaining in the field of view during an off-campus online examination. If a student needs to leave the field of view for any reason, including leaving in order to use the washroom, the student must let their invigilator know/announce why they are leaving the field of view.

j) Ensuring the student's computer is equipped with cameras and that the cameras are in good working order, in the case of an off-campus online examination. In the absence of extenuating circumstances, a student is expected to have their camera on during that examination.

k) Not committing any act that is considered academic misconduct as per procedure AC.3.4.3 Student Academic Conduct.

l) Complying with an invigilator's reasonable requests during the examination process, including but not limited to ending the examination and submitting their examination to the invigilator at the examination's scheduled end time. Note that a student's failure to comply with an invigilator's reasonable request may be an act of non-academic misconduct as per procedure AC.3.4.4 Student Non-Academic Conduct.

5. Respecting other students' sensitivities by minimizing noise and other disturbances. This includes not lingering outside the examination room and refraining from wearing heavy scents to which others could be allergic or sensitive.

6. A student who wishes to use Testing Services to take an examination must abide by Testing Services' timelines and processes for booking examinations, as posted on sait.ca.

7. Students are expected to check their software/computers ahead of time, to ensure their computers meet the technology requirements for the examination and to avoid difficulties caused by hardware failure, issues with computer cameras, unexpected software updates, etc.

8. If technology issues arise during an examination, the student must immediately contact their invigilator/academic chair. SAIT will work with students to resolve challenges created by SAIT's technology issues or by unexpected issues that have arisen despite the students having met the expectations set out in paragraph C.7. Depending on the particular situation, the issue might be resolved immediately, additional time might be added to the students' exam time, the exam may need to be deferred and retaken at a later time, etc.

D. Student Accommodations and Deferred Examinations

1. A student may ask to defer a final examination where the student is required to take:

   a) More than three final examinations in a 24-hour period, as calculated from the start time of the first exam, or,

   b) Two or more examinations at the same time, or

   c) In the case of a student with an approved accommodation allowing extra time for examinations, more than eight hours of final examinations in a 24-hour period, as calculated from the start time of the first exam. Note that a student with accommodations may have limits on the number of exams and/or the length of exams per day, which will be specified on their Accommodation Memo.

   The student should consult with the academic chair/coordinator at least ten business 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 follow the process set out in Schedule B, Process to Accommodate Religious Observances, an Associated Document to this procedure.

3. A student who misses an examination, arrives more than 30 minutes after the start time or is asked to leave the examination room for failing to comply with the invigilator's directions or examination guidelines must contact the student's academic chair/coordinator within 24 hours following that examination, if they wish to request a deferred examination. Note that if there are compelling circumstances where a student cannot contact the academic chair/coordinator within this timeline, such as in the case of a significant medical situation, the student must contact the academic chair/coordinator as soon as is reasonably possible in the circumstances. The academic chair/coordinator will determine if the student's absence is excused and if

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the student is therefore eligible to write a deferred examination. See procedure AC.3.8.1 Attendance Requirements for information on what is an excused absence.

4. A student may be required to submit documents or other evidence that corroborate the reason for the student's absence. See procedure AC.3.8.1 Attendance Requirements for further information.

5. A deferred examination can take place only after, and not before, the original examination has been held. Note that a deferred examination will normally be delivered in the same way as the original examination; for instance, if the original examination was an in-person examination, the deferred examination will usually also be an in-person examination.

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. Accommodation requests are reviewed on a regular basis and in the order they are received; accordingly, students should provide SAIT with as much notice as possible to review and process an accommodation request. In general, SAIT requires seven days' notice to allow Accessibility Services to review and arrange approved accommodations unless there are documented extenuating circumstances justifying a shorter timeframe. Students should be aware that SAIT may not be able to review and/or process last-minute requests for accommodations.

8. A student who has a disability that requires exam accommodations as per procedure AC.3.16.1 Accommodations for Students with Disabilities is strongly encouraged to present their accommodation memo to their instructor(s) as soon as they receive it.

9. A student is not eligible to defer an examination if the student has:

   a) Already submitted an examination for marking;

   b) Made travel arrangements that conflict with the examination time; or

   c) Misread the examination timetable/schedule.

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 procedure AC.3.8.1 Attendance Requirements.

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ASSOCIATED DOCUMENTS

Schedule A Record of Suspected Academic Misconduct
Schedule B Process to Accommodate Religious Observances

POLICY/PROCEDURE REFERENCE

AC.3.3 Evaluation of Student Learning policy
AC.3.3.3 Retention of Examinations procedure