

DISTANCE EDUCATION INVIGILATION AND SECURITY OF EXAMINATIONS

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
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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.

PROCEDURE

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 particular programs.
Invigilator	A SAIT employee or SAIT-approved individual or agency authorized to oversee an examination's administration. For the purposes of this procedure, a "proctor" is interchangeable with "invigilator".

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Testing centre

A SAIT-approved facility designed to hold secure examination writing sessions. It is typically a secondary school, a post-secondary institution, or an educational consortium.

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.

PROCEDURE

A. Distance Education Unit 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 business days before the examination date.
4. Work with the Accessibility Services unit in the Learner and Academic Services department in accommodating students with disabilities, as per procedure [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 unit of Learner and Academic Services will decide upon the appropriate solution. This may include extending the
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examination, rescheduling the examination or basing the student's grade on an alternate form of evaluation.

B. School/Department Responsibilities

1. Prepare and provide examinations to Distance Education.
2. Inform Distance Education 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 that employee 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 Distance Education.
2. Do not accept any student assignments at the exam sitting.
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.

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- d) Remind students that they are not allowed to bring communication and electronic devices into the examination room, with the exception of:
 - i) Devices permitted as per paragraph C.6.b) of this procedure.
 - ii) A communication device that the student requires for an anticipated personal emergency, with the invigilator's permission. In this situation, 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 room.
 - 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 Distance Education, and advise these students that they are not allowed to enter the examination room. The students must explain their circumstances to Distance Education and request a rescheduled examination.
 - g) Require students to remove their 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 Schedule A, Record of Suspected Academic Dishonesty, an Associated Document to this procedure.

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- iv) Report the incident(s) and provide the notes as soon as possible (and no later than two business days at most) to Distance Education. Refer to Schedule A, procedure [AC.3.4.1 Student Code of Conduct](#) for academic dishonesty proceeding timelines.
- 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 Schedule A, Record of Suspected Academic Dishonesty, an Associated Document to this procedure.
 - iv) Report the incident(s) and provide the notes as soon as possible (and no later than two business days at most) to Distance Education. Refer to Schedule A, [AC.3.4.1 Student Code of Conduct](#) for academic dishonesty proceeding timelines.
- 8. Allow students to leave the examination room to use the washroom, subject to the following.
 - a) Students must obtain permission from the invigilator to leave the room;
 - b) Students may not take any examination materials, communication devices, or electronic devices with them to the washroom.
 - c) Only one student may leave the examination room at a time to use the washroom.
 - d) SAIT's buildings and facilities, including washrooms, are considered to be an extension of the examination room for the duration of the exam, and examination rules apply.
- 9. In the event of an emergency, direct the student to leave all examination materials in the examination room 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 the student.

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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 examination room once 30 minutes have passed since the start of the examination, and to contact Distance Education.
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, Distance Education will determine the appropriate solution.

D. Invigilator Responsibilities - Online Examinations

1. In addition to the invigilator responsibilities outlined above, invigilators of online examinations shall:
 - a) Enter 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.
 - b) Direct the student to save the 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 the examination at a later date. Advise the student to contact Distance Education to rebook the examination.

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- c) Inform Distance Education of any student who needs to rebook the examination.

E. Student Responsibilities

1. Observe SAIT's academic honesty regulations as per procedure [AC.3.4.1 Student Code of Conduct](#).
2. A student who is also a SAIT employee must advise the instructor if the student has had advance access to the examination(s) for the course in which the student is registered.
3. Book examinations with Distance Education. There are three ways for distance education students to take an examination: at SAIT's Testing Centre, at an external SAIT-approved testing centre, or through a SAIT-approved online invigilation service. Contact Distance Education for further information on these options.
4. 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.
5. Arrive ahead of time and be ready to write the examination at its starting time. Students are expected to remain in the examination room while they are writing the examination, in the absence of extenuating circumstances. Students arriving late will usually not be granted additional writing time.
6. A student who arrives more than 30 minutes past the starting time will not be permitted entry into the examination room and must contact Distance Education to explain the circumstances and to request a rescheduled examination.
7. Show a valid government/SAIT photo ID (student card or driver's license).
8. Bring computer ID and/or passwords if required for online examinations.
9. 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.
10. Students are not allowed to bring communication and electronic devices into the examination room, unless those devices are permitted for the examination or unless the invigilator has allowed a student to bring in a communication device for an anticipated personal emergency.

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11. Remove all headgear before the examination starts, with the exception of religious headgear.
12. Respect other students' sensitivities by minimizing noise and other disturbances, and refraining from wearing heavy scents to which others could be allergic or sensitive.
13. Do not communicate or attempt to communicate with other students once the examination starts.
14. Comply with the invigilator's requests and directions. A student who does not comply with such directions may be asked to leave the examination room before the student has completed the examination.
15. Remain in the examination room for a minimum of 30 minutes after the examination starts.
16. If a student has a personal emergency that requires the student to leave the examination room before completing the examination, inform the invigilator of the emergency before leaving the room and request assistance if required. If the student wishes to return to the examination room 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 Distance Education to determine whether and how the student may subsequently complete the examination.
17. Do not linger outside the examination room, as any noise is highly disruptive to students who are still in the examination room.
18. Assignments must be submitted separately to the instructor before the examination.

F. Student Accommodations and Rescheduled Examinations

1. 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.
2. 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 Distance Education no later than within 24 hours of that examination. Distance Education will determine if the

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student's absence is excused and if the student is therefore eligible to write a rescheduled examination. As per procedure [AC.3.8.1 Attendance Requirements](#), 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 the student's absence.
4. A student who has a disability that requires accommodation must provide documentation to Accessibility Services as per procedure [AC.3.16.1 Accommodations for Students with Disabilities](#) at least 15 business days before the examination, and must provide appropriate documentation from Accessibility Services to Distance Education 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 Requirements](#) procedure.

ASSOCIATED DOCUMENTS

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

POLICY/PROCEDURE REFERENCE

- AC.3.3 Evaluation of Student Learning policy
- AC.3.3.1 Invigilation and Security of Examinations procedure
- AC.3.3.3 Retention of Examinations procedure

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