

**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**

<b>Examination</b>	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.
<b>Examination guidelines</b>	Methods that are consistently applied across SAIT programs as well as those that are specific to particular programs.
<b>Invigilator</b>	A SAIT employee or SAIT-approved individual authorized to oversee an examination's administration. For the purposes of this procedure, a "proctor" is interchangeable with "invigilator".

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## 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 procedure [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.

## 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 shared responsibility of the Office of the Registrar, the Facilities Management department and the applicable school/department.

### B. School/Department Responsibilities

1. Prepare examinations.
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.

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3. Work with the Accessibility Services unit in the Learner Services department in accommodating students with disabilities, as per procedure [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 appropriate levels of invigilation for examinations. When the examination is held in SAIT's 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 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.

### C. Invigilator Responsibilities

1. For final examinations that the Office of the Registrar has scheduled, arrive at least 30 minutes before the start time of the exam.
2. Show courtesy to students, while safeguarding the integrity of the examination materials and process.
3. Inform students of the materials, devices and resources they may use during the examination.
4. Start and end the examination on time.
5. Provide an appropriate degree of invigilation:

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- 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:
  - i) Devices permitted as per paragraph C.5.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. Students may, however, leave the examination room before 30 minutes have passed, provided that
  - i) All students eligible to write the exam are present at the start of the exam; and
  - ii) The examination is not a common examination room such as the gym or arena.
- 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, subject to the following
  - i) Students must obtain permission from the invigilator to leave the room;
  - ii) Students may not take any examination materials, communication devices, or electronic devices with them to the washroom.

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- iii) 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.
  - iv) Where feasible, an invigilator should accompany students to the washroom.
  - v) 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.
  - h) Require students to remove their 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.
6. 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.
    - iv) 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 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.

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- 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 notes as soon as possible (and no later than two business days at most) to the supervisor and to the student's academic chair/coordinator, if different from the invigilator's supervisor. Refer to Schedule A, [AC.3.4.1 Student Code of Conduct](#) for academic dishonesty proceeding timelines.
7. 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.
8. Follow the SAIT HELP Line procedures 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 do not comply with examination writing guidelines to leave the examination room once 30 minutes have passed since the start of the examination, and immediately report this to the student's academic chair/coordinator.
11. Ensure examinations and exam materials are accounted for before a student is allowed to leave the examination room.

#### **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.

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- b) Direct the student to save the 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 take the examination at a later date.
- c) Report malfunctions to the academic chair/coordinator so an alternate examination date can be established.

## 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. Arrive ahead of time and be ready to write the examination at its starting time. Students are expected to remain in the exam room while they are writing the examination, in the absence of extenuating circumstances. 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 the student's 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 the student's 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 and/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 or unless

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the invigilator has allowed a student to bring in a communication device for an anticipated personal emergency.

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 the student 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 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 the academic chair/coordinator to determine whether and how the student may subsequently complete the examination.
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 may ask to defer a final examination where the student is scheduled to take:
  - a) More than three final examinations in a 24-hour period, as calculated from the start time of the first exam, or,

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- b) 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, or
- c) two or more examinations at the same time.

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 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 the student's 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 procedure [AC.3.8.1 Attendance Requirements](#), 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 the student's 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 contact the student's academic chair/coordinator and make arrangements to defer the final examination.
8. 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 start of the examination period.

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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](#).

## 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.3.3.2 Distance Education Invigilation and Security of Examinations procedure  
AC.3.3.3 Retention of Examinations procedure

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