

Exam Invigilation Workshop

Registrar's Office

2024



University
of Regina

Available Resources

Exam Invigilation Guide - Classroom Exams

<https://www.uregina.ca/student/registrar/assets/docs/pdf/exam-invigator-guides/U%20of%20R%20Invigilator-Guide%20-%20Classroom.pdf>

Exam Invigilation Guide - Gym Exams

<https://www.uregina.ca/student/registrar/assets/docs/pdf/exam-invigator-guides/U%20of%20R%20Invigilators-Guide-Gyms.pdf>

Exam Incident Report

<https://www.uregina.ca/student/registrar/assets/docs/pdf/forms/Exam%20Incident%20Report.pdf>

Exam Security Protocol

https://www.uregina.ca/student/registrar/assets/docs/pdf/exam-invigator-guides/UofR-Exam_Security_Protocol.pdf

Academic Calendar – Academic Regulations

<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/assets/pdf/2024-25/academic-regulations.pdf>



Exam Regulations

Requirement for Photo Identification – For in-person or remote invigilation, students must provide photo identification to the invigilator prior to writing. Photo identification may include a U of R Student ID card or a government-issued photo ID.

Personal Belongings – All personal belongings are brought at the student's own risk and must be stored in designated areas. The only materials students are allowed to have at their desk during an exam are writing instruments and approved calculators, notes, and/or textbooks. Any other personal items, including purses, must be set-aside in the designated area prior to the exam start.

Access to Materials During an Exam – Unless permission has been granted otherwise, students are not to access any materials (physical or online) during an exam.

Exam Regulations

Food and Beverage – Only water is allowed in an exam room provided it is in a bottle that does not have a label.



Exception: Approved accommodation allowing food (diabetic, etc.).

Exam Regulations

Electronic Devices – Students may not be in the possession of electronic devices during an exam unless otherwise permitted by the instructor. This includes, but is not limited to, smart devices, cell phones, wireless devices, calculators, and other electronic devices.



Electronic Devices



Exam Regulations

Exam Question Clarification – students may only consult an invigilator for clarification of an exam question (typo, error in equation, etc.).

Communication – Communication with other students during an exam is strictly prohibited.

Exam Booklets - All students are required to sign and date all examination books used during an exam.

Academic Misconduct – students suspected of cheating during an exam will normally be allowed to continue writing although unauthorized materials or devices may be confiscated. Allegations of cheating will be reported by the exam invigilators in accordance with the University's Academic Misconduct Procedures and investigated accordingly

Invigilator Responsibilities

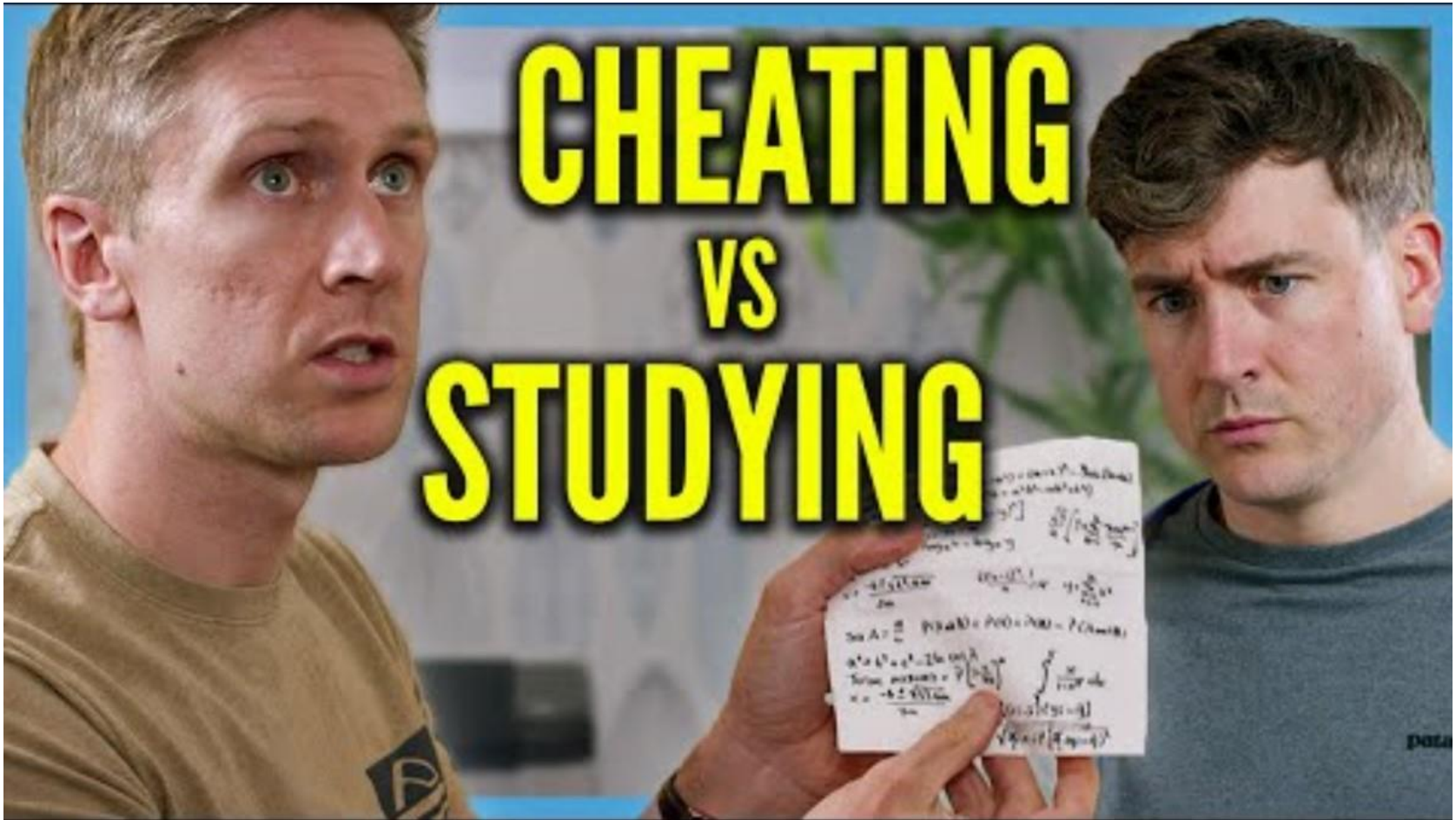
Chief Invigilator (gym exams):

- Arrives at least 30 minutes prior to exam start
- Ensures that all invigilators are present
- Ensures that all invigilators are briefed with emergency procedures
- Discusses how suspected cheating and exam disruptions will be managed
- Gives the ok to start admitting students to the exam room
- Designates two invigilators to check bathrooms, poster boards, bulletin boards for hidden material or devices
- Makes general exam announcements
- Makes 30 minute and 5-minute warning to end of exam time

Invigilator (gym or classroom):

- Arrives at least 30 minutes prior to exam start
- Ensures they are familiar with emergency procedures
- Maintains order on entry to the exam room, check IDs as students enter, or at the start of the exam
- Watches for suspicious behavior during exam the exam
- Addresses suspected cheating
- Maintains order during exit from the exam room





Why cheat?

Pressure to succeed

Time management

Perception that the process and/or system for assigning grades is not fair

Peer pressure

Need to obtain higher academic standing (GPA, Distinction, Great Distinction)

Need to avoid academic actions (probation and discontinuance)

Cheat for the thrill

Types of Cheating

Non-verbal communication

- pencil/pen tapping
- hand signals
- passing notes

Verbal communication

- talking or whispering
- throat clearing

Hidden notes

- inside articles of clothing (neck, cuffs, shoe soles, etc.)
- on body parts (hands, fingers, legs, etc.)
- on personal items (labels on clear plastic bottles, erasers, on bottom of calculator, etc.)
- in a location outside of exam room that can be accessed on a break (washrooms, behind posters, on posters, on bulletin boards, etc.)

Copying others

Gaining access to an exam prior to the scheduled exam date and time.

The student gets or pays someone to write the exam on their behalf.

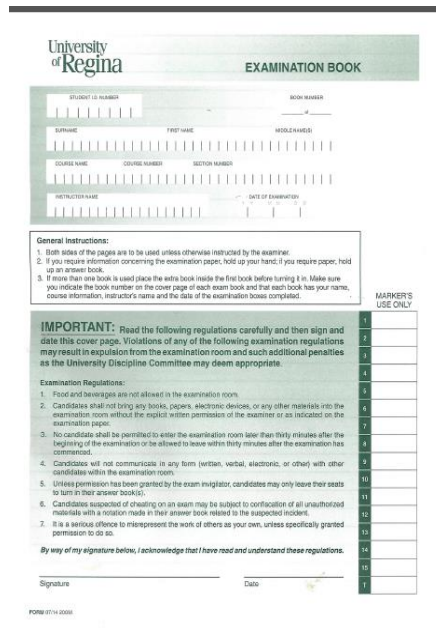
One student creates a purposeful distraction so that others can engage in cheating of some kind.



How to prevent cheating

Check Student IDs on entry to the exam room or as close as possible to exam start time. Whenever possible, check their ID to the information they have put on their exam booklet.

Ensure students have completed the following elements on their exam book when handing them in.



The image shows the front cover of a University of Regina examination book. At the top, it says "University of Regina" and "EXAMINATION BOOK". Below this is a form with several sections for student and course information. The "STUDENT ID NUMBER" and "BOOK NUMBER" are at the top. Below that are fields for "SURNAME", "FIRST NAME", and "MIDDLE NAME". Further down are "COURSE NAME", "COURSE NUMBER", and "SECTION NUMBER". At the bottom of the form are "INSTRUCTOR NAME" and "DATE OF EXAMINATION". Below the form is a "General Instructions" section with three numbered points. Below that is an "IMPORTANT" section with a paragraph of text. Below the "IMPORTANT" section is an "Examination Regulations" section with six numbered points. At the bottom of the form is a signature line and a date line. To the right of the form is a vertical column of boxes labeled "MARKER'S USE ONLY".

Student ID, book number, full name, course information, instructor name, and date.

Signature and date.

How to prevent cheating

Keep exams secured in the days leading to and prior to start of the exam.

Whenever possible, do not re-cycle previous exams or previous exam questions.

Review exam regulations with students on the last day of class.

Maintain order as students enter the exam room.

Remain vigilant during the exam. Your focus needs to be on the exam room and what is going on within the exam room.

Watch for unusual behavior and address when you see it.

Watch for purposeful distractions. Discuss how these kind of situations will be managed with other invigilators prior to the start of the exam.

Check washrooms, poster boards, bulletin boards for hidden materials. Whenever possible escort students to the washroom and ensure their electronic devices remain powered down during washroom breaks. Record the time the student left the room and the time they returned to the room.

Maintain order as students exit the exam room.

How to address suspected cheating

Quietly approach the student.

Quietly discuss what you observed with the student and confiscate any materials and/or devices that may have been used.

Make note on the student's exam booklet and exam copy of the behavior witnessed.

Allow the student to continue writing the exam.

If you observe multiple students engaging in distracting behavior, make a general announcement reminding students about the behavior not being allowed.

Separate students if necessary.

If the student becomes disruptive, get the assistance of a 2nd invigilator and quietly ask the student to leave the room with you. Do so as quickly and quietly as possible.

Note: Return electronic devices that have been confiscated during the exam after the exam has been completed. You may include photos of the device as evidence with your Exam Incident Report.

Preventative cheating ideas that have been shared in past workshops

Verifying exam attendance and comparing to downloaded class lists that have student photo id pictures.

Assigned seating and exam booklets.

Multiple exam versions, same exam session.

Randomized questions.

Hand out exams after students have been seated.

Include an academic integrity statement on the exam.

“It might seem like a lot of work, but the time I save in investigating academic misconduct is worth the investment”

What to do if someone becomes seriously ill during the exam (non-emergency)

Ensure the student is not in need of emergency medical assistance.

Ensure the student understands that their exam will be cancelled and that they will need to discuss the situation with their faculty, college, or academic unit to determine their options.

Collect all exam materials used and make note of the student's departure time and the reason for the departure on the exam answer booklet.

Before the student departs, verify their photo ID with the information they have completed on the front of the exam booklet(s).

Medical Emergency

If a student requires emergency medical assistance dial 911 (or 9, 911 as the case may be) and provide the following information:

- Nature of the emergency
- Location
- Telephone number you are calling from
- Your name

Send someone to meet the emergency vehicle at the building entrance.

Get someone to call Campus Protective Services (306) 585-4999.

Do not hang up until instructed to do so and follow the instructions of the 911 personnel.

Building Evacuation Alarm

If an evacuation alarm sounds:

- Ensure you are familiar with the emergency evacuation procedures for your exam location.
- Guide and direct students to the appropriate external exit.
- Direct students to leave their exam books and exam materials on their desk.
- Check for stragglers who did not or could not leave the room.
- Assist or coordinate the assistance for any student that requires help to evacuate. Enlists the assistance of other students if necessary.
- Ensure all doors to the exam room are closed and evacuate the building.
- Do not allow students to re-enter the building until permission from the appropriate authority has been received.



Options on Evacuation

Two options are available depending on the time and length of the disruption.

- Cancel the exam paper, dismiss the students, and contact the Registrar's office to set a new date and time for the exam. Times are normally available toward the end of the exam schedule period.
- Keep the students together and as silent as possible until the building can be re-entered. Resume the exam and extend the exam by the length of time of the disruption. This should only be considered if the disruption lasts no more than one hour. Students who might not be able to stay beyond the scheduled end-time should be recommended to their faculty for a deferred exam.

Questions?