

Exam Invigilators Guide for Exams in Classrooms



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Snapshot of Exam Timing

The table below lists key points within an examination.

On the last class meeting	Inform candidates about what they can bring to the exam, and what not to bring. Provide candidates with a general overview of exam regulations. Remind students to bring their U of R student ID card.
by -10 minutes	Room set up must be completed.
by -10 minutes	Admission to the exam room begins. General announcements from script commence.
-3 minutes	Specific exam announcements, from script, commence.
Start time	Invigilator starts examination, noting start and finish time on local clock. Candidates may not leave the exam room for the first 30 minutes of the exam.
from +15 minutes	Invigilator(s) check id cards. Late candidates may only be admitted for the next 15 minutes and given no extra time.
>+30 minutes	No further late admittance to the exam. Candidates may leave to attend washroom needs. Exit and re-entry is recorded. All candidates who are leaving and not returning are required to hand in their exam and exam answer books and sign out and indicate the number of booklets they used.
>+60 minutes after start and <-30 from finish	All candidates who are leaving and not returning are required to hand in their exam paper, exam answer books, sign out, and indicate the number of booklets they used.
from -30 (to finish)	Announce examination finishes in 30 minutes.
-5	Announce examination finishes in 5 minutes.
Finish time	Announce that the examination time is up. Remind candidates to remain quiet until they have exited the exam room. Remind candidates to hand in their exam and exam answer books, sign out, and to indicate the number of booklets used on the sign out sheet.

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Essential Requirements

1. The University requires a minimum of one invigilator be present for the full exam. For increased effectiveness of invigilation, it is recommended that there is a minimum of two invigilators present in the room. The Faculty is responsible for providing invigilators.
2. It is recommended that the exam room be set up at least 10 minutes prior to the exam.
3. Do not remove furniture from other class rooms. If you require a larger classroom for your exam, please contact the Registrar's Office at least two weeks before your exam write date to make these arrangements.
4. Faculties are responsible for advising candidates and invigilators of any special provisions relating to the examination, eg Statutes or other texts or type of calculators permitted, concessions for individual candidates (such as access to a dictionary, extra time allowed), and for advising him/her, where necessary, of any additional instructions or corrections to the exam paper.

On the Last Day of Class

1. Instructional staff should provide candidates with a review of exam regulations and remind them to bring their student ID card to the exam with them.
2. Inform candidates on what they can bring and what they cannot bring to the exam.

On the Day of the Examination

1. Exam rooms need to be fully prepared 10 minutes ahead of an examination.

Admission to the Examination Room

1. Allow sufficient time for candidates to be seated when admitting them to the exam room.
2. Make general announcements from the script, [see Appendix 1](#).
3. When possible, individuals helping with the exam should check toilets for notes once candidates have been allowed into the examination. This needs to be repeated 40 minutes into the examination and at other points throughout the examination whenever possible.
4. Candidates shall not be permitted to enter the examination room after 30 minutes from the start of the exam.

Seating Arrangements

1. Candidates should be instructed to display their U of R student ID card prominently in the top right hand corner of the desk with their photograph displayed face up. If the student does not have a U of R student ID card, then they must display a government issued photo ID.
2. All invigilators must be satisfied before the start of the examination that the seating arrangements are satisfactory, e.g., desks are sufficiently spaced; candidates settled, with coats, bags, personal effects stowed out-of-reach, and specific exam announcement scripts are in place.

Starting the Examination

1. On the start of the examination, read the exam specific script, [see Appendix 2](#).
2. The invigilator should ask the candidates to look through the examination paper and raise any queries at the start of the examination. Ask the candidates to verify they have the correct number of pages and that they have no blank pages. Candidates should be instructed to raise their hand if they have a question related to the examination.
3. Candidates will be notified that when they are finished the exam, they are required to sign out using the appropriate sign out sheet and to record the number of answer books used.

Identity Checks

1. Once the examination has started candidate identity checks should be carried out. Invigilators should:
 - check the candidate's identity against the identity card on each desk
2. When a candidate is unable to provide a photo ID allow the candidate to proceed with the exam and contact Registrar's Office staff who will be able to print a copy of the candidate's photo and bring it to the examination room for verification. Please provide the full name and student ID number of the candidate to the Registrar's Office staff member. If a Registrar's Office staff member is not present in the exam room, please call 306-585-4127 for assistance.
 - a. **Note:** The Registrar's Office is unable to provide this service on evenings and weekends. Proceed with discretion when allowing a candidate to write an exam without ID. You may refuse to allow the candidate to write the exam if necessary.

During the Examination

1. Invigilators must walk quietly around the room at regular intervals. Soft soled shoes are advisable.
2. Candidates should request exam related assistance of any sort by raising their hands.
3. Candidates should request additional exam answer books or scrap paper by raising their exam book.
4. The invigilators should respond promptly to any request from a candidate.
5. Candidates should be silent and must not be permitted to communicate with each other nor should they have access to any materials not permitted at their desk. The invigilators should ensure that candidates do not disturb each other. The invigilator should instruct a candidate who is disturbing the others or otherwise impeding their work to leave the room.
6. Invigilators should watch for odd behaviour. [See Appendix 3](#) for a list of known cheating methods.
7. Where a candidate is taken ill, the invigilator should follow the procedures in the "[Serious Illness or Family Emergency](#)" section of this document.
8. No candidate may leave the room, except in an emergency, within 30 minutes of the start of the examination.

9. Candidates may use the washroom, but not more than one candidate for the same examination should be permitted to leave the room at any one time. The time the candidate left the room and the time of return should be recorded by an invigilator on the appropriate washroom break sheet.
10. At least one invigilator should be present in the exam room during the examination.
11. Candidates are not permitted to eat during an examination unless allowed to eat on medical grounds.

Suspected Misconduct/Cheating during an Examination

1. Where an invigilator observes the use of unauthorized material or devices in an examination:
 - Quietly approach the candidate.
 - Ask the candidate to give you the unauthorized material or device.
 - Make a note on the candidate's exam answer booklet. For example, "candidate was looking at mobile device" or "candidate had notes".
 - Allow the candidate to continue writing the exam.
 - If the candidate(s) becomes disruptive get the assistance of a second invigilator, quietly ask the candidate to leave the exam room with you. Do so as quickly and quietly as possible.
 - Confiscate the exam from the candidate prior to leaving the room. Make note on the exam that the candidate became disruptive and was removed from the exam room.
2. Where an invigilator observes suspected verbal and/or non-verbal communication between one or more candidates:
 - Discreetly get confirmation of your suspicion.
 - Do not stop the candidate from completing the exam.
 - Calmly and quietly approach the candidate(s).
 - Quietly discuss your observations with the candidate(s).
 - If the candidate has been talking, engaging in excessive tapping, or if you notice wandering eyes, etc. Quietly instruct the candidate(s) to stop the behaviour.
 - Make note of the candidate(s) name(s).
 - Make note in the exam answer booklet(s) of the candidate(s) of the behaviour observed and the time.
 - If there are multiple candidates engaged in these behaviours, make a general announcement reminding candidates to remain quiet during exam and that they may not look at the exam papers of others during the exam.
 - Separate the candidates if necessary.
 - If the candidate(s) becomes disruptive, get assistance and quietly ask the candidate to leave the exam room. Do so as quickly and quietly as possible.
 - Confiscate the exam from the candidate prior to leaving the room. Make note on the exam that the candidate became disruptive and was removed from the exam room.
 - **Note:** A common form of cheating is to create a disruption so that others can engage in cheating behaviour. When approaching these situations it is best to have

two or more invigilators available so that other candidates can be watched while one invigilator quietly addresses the disruption.

3. Report all suspected incidents of cheating, with full details of the incident, to the Dean (or designate) of the faculty offering the course. Include:
 - Date and time of incident.
 - Student name and ID number.
 - Course name and CRN.
 - Reporting invigilator's name.
 - Details of the incident.
 - Any action that was taken.
 - Any other information that is relevant to include.

Emergency Evacuation during an Examination

1. If an evacuation alarm sounds all people in the building must vacate and assemble in the designated location as well as follow the directions of the Emergency Wardens (ORANGE vests) and/or Campus Security. Candidates must leave all exam materials and personal belongings in the exam room.
2. Be familiar with and go to the designated assembly location of the building.
3. DO NOT ALLOW candidates to re-enter the building until permission has been given by the Fire Department or the Chief Building Warden.
4. **Note that Emergency Wardens are only available during regular working hours. Those individuals invigilating exams on evenings and weekends must:**
 - Guide and direct candidates to the external exits for the room and the building.
 - Check for stragglers and candidates who did not or could not leave the room.
 - Assist or coordinate the assistance for any candidate who requires help to evacuate the building. Enlist the assistance of other candidates if necessary.
 - Ensure all doors are closed and evacuate the building.
 - DO NOT ALLOW candidates to re-enter the building until permission has been given by the Fire Department, Campus Security, or the Chief Building Warden.
5. Depending on the nature of the examinations and the time and length of the disruption, invigilators have two options:
 - Cancel the exam paper, dismiss the candidates, and contact the Registrar's Office to set a new date for the final exam. Times are normally available towards the end of the exam schedule period.
 - Keep the candidates together and silent until the building can be re-entered. Resume the examination, extending the end-time of the examination by the length of the interruption. This will only be an option if the interruption lasts no more than one hour (to avoid conflict with the start-time of other examinations). Candidates who are unable to stay beyond the advertised end-time (e.g. because of childcare arrangements or work commitments) should be recommended to their faculty for a deferred examination.

Serious Illness or Family Emergency During an Examination

1. If a candidate requires emergency medical assistance:
 - Dial 911, or 9, 911 if you are using a U of R telephone, and provide the following:
 - ✓ Nature of the emergency.
 - ✓ The floor, room number, and building you are in.
 - ✓ Telephone number you are calling from.
 - ✓ Your name.
2. Send someone to meet the emergency vehicle at the building entrance or elevators.
3. Do not hang up until instructed to do so.
4. If a candidate becomes seriously ill (non – emergency illness) or is notified about a serious family problem:
 - Ensure the candidate understands that their exam will be cancelled.
 - The candidate will need to apply for a deferral to their faculty or college and supply appropriate documentation within 3 days following the date of the exam.
 - 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.

30 Minute and 5 Minute Warnings

1. The invigilators will announce when there is 30 minutes left and then 5 minutes left to the end of the examination; this announcement may need to be made more than once if the examination venue is hosting examinations of varying lengths.

At the End of the Examination

1. At the end of the exam time candidates will be told to cease writing and to ensure that each exam answer book they have used is identified with their student ID, course name, CRN. Candidates who have used more than one exam answer book must indicate the number of exam answer books they have used in the appropriate space.
2. Candidates should remain quiet and wait until they are invited to leave. At this point the invigilator should remind everyone that there may be other candidates completing longer examinations, and those leaving should remain quiet until they have left the building and nearby area. Candidates must also hand in their exam answer books and sign out on the appropriate sign out sheet.
3. Invigilators should make a final check of the examination room:
 - all spare examination answer books shall be removed to the storage area;
 - any litter should be binned, and desks straightened if necessary;

Appendix 1 – General Announcements

1. You are entering the exam room please refrain from talking.
2. Items brought into the exam room are brought at your own risk.
3. Remove all hats, coats, toques, backpacks, and hoodies and place them in the designated area.
4. All books and personal belongings must be placed in the designated area.
5. Valuables, including purses, may be placed underneath your desk but may not be accessed at any time and must be closed at all times during the exam
6. Electronic devices are not allowed. All mobile devices such as cell phones, smart phones, and smart watches must be powered down.
7. No Bluetooth devices are allowed in the exam room.
8. You may not bring food or beverages into the exam room. Please dispose of all food and beverages in the trash and recycle bins provided.
9. You are allowed to bring water into the exam room but only if it is in a bottle that does not have a label. If you have a water bottle with a label, remove the label and place it in the trash bin.
10. Place your University of Regina student ID card on your desk with the photo facing up. If you do not have your University of Regina student ID available, you will need to place a government issued photo ID on your desk.
11. Do not look at your exam until told to do so.
12. Remain quiet until you are provided with further instructions.

Appendix 2 – Exam Specific Instructions

1. Please ensure that you have the correct number of pages in your exam and that there are no blank pages.
2. Both sides of the exam answer book pages are to be used unless otherwise instructed by the examiner.
3. If you require information concerning the examination paper, hold up your hand; if you require paper, hold up an answer book.
4. If more than one exam answer book is used place the additional exam answer book(s) inside the first exam answer book before turning it in. Make sure you indicate the book number on the cover page of each exam book and that each book has your name, course information, instructor's name and the date of the examination boxes completed, and that you have signed each exam book that you use.
5. Violations of any exam regulation may result in expulsion from the examination room and such additional penalties as the University Discipline Committee may deem appropriate. These regulations include, but are not limited to:
 - a. Food and beverages are not allowed in the examination room.
 - b. Candidates shall not bring any books, papers, electronic devices, or any other materials into the examination room without the explicit written permission of the examiner or as indicated on the examination paper.
 - c. No candidate shall be permitted to enter the examination room later than thirty minutes after the beginning of the examination or be allowed to leave within thirty minutes after the examination has commenced.
 - d. Candidates will not communicate in any form (written, verbal, electronic, or other) with other candidates within the examination room.
 - e. Unless permission has been granted by the exam invigilator, candidates may only leave their seats to turn in their answer book(s).
 - f. Candidates suspected of cheating on an exam may be subject to confiscation of all unauthorized materials with a notation made in their answer book related to the suspected incident.
 - g. It is a serious offence to misrepresent the work of others as your own, unless specifically granted permission to do so.

Once these announcements are completed announce the following:

The time is now _____ and you have until _____ to complete your examination. Good luck!

Appendix 3 – Known Cheating Methods

- ▶ Sending someone else to write the exam.
- ▶ Copying from someone seated nearby.
- ▶ Writing equations and/or other notes:
 - on hidden notes
 - on finger nails
 - on fake beverage labels
 - inside an eye patch
 - on an eraser or eraser sleeve
 - on clothing (lapels, inside sleeves, etc.)
 - on arms and legs covered by loose clothing
 - inside of hats
 - on tape covering a watch face or piece of jewelry
 - notes on the inside of rings and watch bands
- ▶ Pen, pencil, or other tapping noises (example, 1 tap answer is a, 2 taps b, and so on).
- ▶ Smart watches.
- ▶ Powered up phone on auto-answer in pocket or purse, Bluetooth listening device in ear, and Bluetooth smart pen to snap pictures of questions. Someone outside the exam room provides answers.
- ▶ Creating a distraction so that others can view hidden notes.