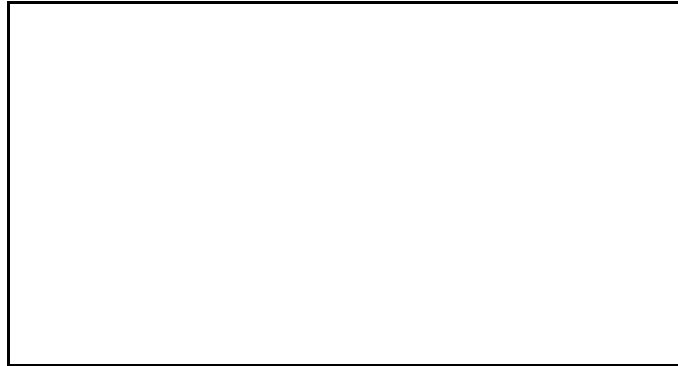


UNIVERSITY OF TORONTO - EDUCATION GUIDELINES

Office of the Registrar (OREG)
Student Support Services
Main Floor, University Centre, Local 8143 / exams@uvic.ca



Version of paper provided

#OPIESTO #7AL: _____

EXAM MATERIALS TO BE PROVIDED TO INVIGILATORS:

If your academic unit is copying exams in house and the exam will not be answered in booklets, please print the UVic Exam Regulations for Students form on blue paper and attach to the back of each exam.

SECURITY ALERT

Students have received an alert to be aware of valuables at home and/or to arrange to store valuables in a safe location during examinations. The alert is about the theft of personal belongings while on campus. Please leave the exit door early in the exam and ensure that the ID check is performed before any student is in the examination situation.

EXAMINATION GUIDELINES

Exam this package

The total number of exams enclosed will match the number of students registered as of early November/March/July and include a few extra copies. These additional copies are provided in case there are students writing deferred exams during this exam period or if there are copies of poor quality.

Invigilator role and update of class list

The attached class list is provided for recording student attendance at the exam. Please note the following:

- Students must bring their UVic OneCard to their examination.
- Verify student identity using UVic OneCard and check off names of students present.
- If a student's name does not appear on the list, add the student's name and V number at the end of the list.
- If more than one invigilator is on duty, it is expected all invigilators will assist in checking names/exams.
- The invigilator(s) may require the student to also sign the class list (optional).

Duties of invigilators while on duty in the exam

It is the invigilator's responsibility to be familiar with the Regulations Governing Administration of University Examinations on the Academic Calendar.

ARRIVE WELL IN ADVANCE to familiarize yourself with the room. Rooms are booked 30 minutes prior to the start time and 30 minutes after the end of the exam and all mobile electronic devices must be turned off. Invigilators must ensure the exam is conducted smoothly.

All academic integrity violations should be documented and reported to the Chair who will follow the procedures outlined in the Policy on Academic Integrity and must be reported to the Office of the Registrar.

Students are subject to supervision at all times while in the examination environment during the entire timeframe of the examination. The examination environment includes the room in which the examination is being written, as well as the hallways and washrooms adjacent to the examination room.

Invigilators may escort students to and from the washroom. Students are expected to limit the number of washroom breaks they take during an exam due to the disruption breaks cause to other students writing the exam and due to the increased opportunity for a violation of the Policy on Academic Integrity that can occur during a break. Students should be aware that washroom breaks may be limited to one student at a time.

At least one invigilator is responsible to remain in the exam room throughout the exam.

Give attention to duties throughout the duration of the exam. Senate regulations for exams are listed in the Academic Calendar. They are also printed on the a re