

MEMORANDUM DCD #36, 2021-22

To: Chairs, University of Toronto Scarborough
Cc: Chairs' Assistants, Undergraduate Coordinators & Departmental Assistants
Departmental Business Officers
Susan Shi, Finance Manager, Office of the Vice-Principal Academic & Dean
From: Office of the Vice-Principal Academic & Dean and Office of the Registrar
Date: 8 April 2022
Re: **Planning for Exam Invigilation and Ramadan**
Note: For broad distribution to Winter course instructors and administrative staff

As we enter the end of term and the beginning of the examination period next week, we wanted to provide additional information to clarify exam protocols.

1. Exam Accommodations During Ramadan

As indicated in [DCD #33](#), the examination period falls during Ramadan. The following accommodation options are available for students observing Ramadan:

A) For exams running over the hours of [sunset](#), students are permitted to bring into the exam room water in a reusable or disposable bottle with labels removed and quiet, nut-free food in a transparent container or bag (wrappers on pre-packaged food products must be removed). This allows students to break their fast after sunset. Students may briefly remove their masks to break their fast. This accommodation does not require students to request pre-approval.

B) Students are permitted to leave the exam room to observe prayer. This accommodation will not necessitate extra exam time and the student(s) will be accompanied by an invigilator. One invigilator can accompany more than one student. Six rooms have been set aside as prayer spaces in buildings across the campus so that students can minimize the time away from their exam. Invigilators should bring students who wish to leave the exam to these spaces for prayer and then escort them back to the exam room. This accommodation does not require students to request pre-approval.

The dedicated prayer spaces are:

AA 209
BV 264
HL B108
HW 308
IC 212
MW 223

C) Instead of utilizing the accommodations above, students may decide to declare a religious conflict for exams and request the rescheduling of the exam. This request can be

made by contacting exams.utsc@utoronto.ca. Conflict exam requests need to be requested a minimum of three business days prior to the exam. Conflict exams are typically rescheduled for the next day at 9am, if this does not create an additional exam conflict for the student.

2. Scheduling of Additional Invigilators

Departments should remind invigilators that they should not come to campus if they are ill or are required to isolate. Invigilators who are ill should be reminded to immediately report their absence to the department and instructor so that alternate arrangements can be made.

To plan for the potential of increased invigilator absenteeism due to COVID-19, and to support students stepping away from the exam room during prayer, departments are encouraged to increase the number of invigilators for exams. Please add at least one extra invigilator to each in-person exam being held by your department. You can consider adding two extra invigilators for larger exams. If additional invigilation costs cannot be covered by your departmental carryforward, please connect with the Office of the Vice-Principal Academic & Dean for financial support.

If invigilation staffing issues still arise for some exams, the Office of the Registrar will have extra exam support staff available who can provide emergency invigilation support. The Exam Support Team can be reached at (416) 287- 7540.

3. Missing Exams

Although we typically discourage students from missing exams, we are being explicit in reminding students who do not receive a “green screen” through UCheck that they should **not** come to campus for exams. Students who are ill or are required to isolate and thus miss an exam should complete an Absence Declaration on ACORN and submit a petition for a deferred exam on [eService](#) within 24-48 hours of the missed exam.

Should you have any questions or wish to make us aware of unique examination circumstances, please contact Shelby Verboven, Registrar & Director of Enrolment Management - shelby.verboven@utoronto.ca.

Wishing you much success as we wrap up the Winter term.