

## U of T Scarborough Procedures: Conducting Final Exams

This document outlines current procedures for conducting final examinations at the University of Toronto Scarborough. It is intended for instructors and invigilators. Some of the practices outlined here are unique to U of T Scarborough.

A well-conducted examination is the best defense against cheating. Please inform your students that you expect honest behaviour and such behaviour is important for fairness, for their own learning, and for the value of their University degree.

### I Before the Exam

1. Instructors **must** submit two versions of their final exams via the Course Information System (CIS), at least five working days prior to the scheduled date of the exam. This will facilitate efficient processing of deferred examinations. In addition to the exam questions, the instructor must include an answer guide.
  - Where an alternative exam has been requested by the Office of the Registrar (e.g., for exam conflicts, consecutive, or deferred examinations), the instructor must provide it.
2. In a class period before the exams, instructors should ensure that students understand all the rules of the examination ahead of time, including whether any aids (e.g. calculators) will be permitted, and advising students of the regulations prohibiting unauthorized material and electronic devices.

### II During the Exam

#### II.1 Invigilation

1. Instructors **must** be present at their exam(s), unless their absence has been approved by the Chair or Director of the academic unit offering the course (*Academic Handbook*, 2019, section 6.11.b). Instructors who are unable to be present should work with their departmental office to find an appropriate replacement.
2. There must be at least two invigilators present in every exam room with 50 or fewer students. Ideally one of the invigilators will be male and the other female to facilitate requests to visit the washroom and also the identification of female students wearing face veils. For exam rooms with more than 50 students, as a general guideline, one additional invigilator is required for every additional 50 students.

Notes:

- a. The term “invigilator” is used generically throughout this document to identify all individuals who monitor students during an exam. Invigilation duties may be carried out by any of the following:

- The course instructor as part of their normal responsibilities.

- *The course Teaching Assistant(s) as part of their contracted responsibilities. TAs are expected to answer student questions, and are empowered to supervise the exam room (i.e., they can be left alone in the room with the students)*
- *The Invigilator, Services to Persons with a Disability, as hired by the Office of the Registrar to administer tests and examinations taken by persons who write with disability related accommodations. They are paid at the Invigilator, Services to Persons with a Disability rate as per the current CUPE 3902 Unit 1 Collective Agreement.*
- *Graduate and undergraduate students hired by academic units solely to monitor the exam or escort students to the washroom. They cannot answer student questions, and cannot supervise the exam (i.e., they cannot be left alone in the room with the students).*

3. Responsibility for securing invigilators lies with the academic units. For exams being held in one room, the instructor **must** be counted as one of the invigilators, but where exams are held in more than one room, the instructor should not be counted as an invigilator. Where multiple exams are held in one exam room, academic units must collaborate to provide invigilators. Academic units are reminded that the number of invigilators is determined by the number of students writing the exam, as described in item 2 above.
4. Instructors and invigilators are expected to arrive at the examination room at least 20 minutes prior to the start of the exam to set up. Note that larger classes will likely require a longer set up time.

**Best Practice:**

- a. *In a class period before the exams advise students to arrive for the exam at least 20 minutes before the scheduled examination time, and remind them that they are required to identify themselves by means of their University of Toronto student card (TCard).*
- b. *Instructors and invigilators are expected to begin the actual examination at the scheduled time.*

5. Instructors and invigilators should circulate around the room frequently and pay attention at all times. Instructors and TAs **must not** read or mark papers while invigilating. Instructors are also required to visit rooms where students are writing disability-related accommodated exams.

## **II.2 Seating Students and Taking Attendance**

1. Bags and books are to be deposited in a designated area – students should not take them to their examination table. Distribute the re-sealable plastic bags provided to each examination room to students as they enter. Students must place valuables such as cell phones, smart watches, tablets and laptop computers in these bags, and place the bag, closed, on the floor underneath their chairs. **Distribution and use of the plastic bags is mandatory since possession of an unauthorized electronic device that is not contained in a university-provided re-sealable plastic bag is an academic offence.** At the conclusion of the exam, ask students to return the re-sealable bag so that it can be reused.
2. Instructors and invigilators have the authority to assign seats to students. Using numbered cards to assign seats in a random fashion, and spacing students in alternate seats helps to disrupt both planned and unplanned cheating. If students seem bunched together, ask them to change seats before the exam begins.

3. When checking students against their University of Toronto photo identification cards, where a student wears any type of face veil:
  - If the instructor is able and willing to vouch for the student, no special action need take place.
  - If the instructor is unable or unwilling to vouch for the student, a female invigilator should escort the student to a private area outside of the examination room and ask the student to remove her veil so she can be identified.
4. If a student does not bring their University of Toronto student card (TCard) to the examination, request another form of photo identification, report the matter on an Exam Incident Report – Academic Integrity form, and clearly note the matter on the student’s Examination Candidate form.
5. If a student does not bring **any** form of photo identification to the examination, follow the instructions in item, 4 above, ensure the student signs the Examination Candidate form, and inform the student that **they must report to their instructor with their TCard within 24 hours of the exam or it will not be marked**. Instructors should ask the student to re-sign their examination candidate form; they are responsible for verifying the student’s signature.
6. Examination Candidate forms must be signed in front of an invigilator, and the signature should be verified against the student’s TCard signature. These forms must be collected at some point during the exam (e.g., at the time of signature, with the exam booklets at the end of the exam, or at any time the student leaves the examination room with no intention of returning). Instructors and invigilators must count the number of Examination Candidate forms and the number of exam papers completed/booklets used at the end of the examination – these numbers should tally. Completed Examination Candidate forms must be stored with their exam – please do not discard them.
7. In general, students will not be permitted to enter an examination room later than **fifteen (15) minutes** after the commencement of the examination, nor permitted to leave the exam room, except under supervision, until at least **one half (½) hour** after the examination has commenced. Students are advised that if they arrive at an examination room more than fifteen minutes after the exam has commenced, they generally will not be permitted to enter. **Although you are encouraged to use your own discretion in this matter, under no circumstances should students arriving late for an examination be permitted to enter the exam room after students already in the exam have been permitted to leave** (instructors should be mindful that there may be students with accommodations who are writing in alternate locations; a best practice is to confirm with the Office of the Registrar that no students have been released from these locations prior to allowing a late entrance to an exam). Students arriving late for an examination should be deemed as **“failed-to-appear”** for that examination, and should **petition for a deferred examination through the Office of the Registrar**.

### **II.3 Unauthorized Exam Aids, Suspicious Behaviour and Suspected Cheating**

1. It is an academic offence for a student to bring unauthorized materials and/or electronic devices into an exam whether the student uses them or not. Students who bring any unauthorized materials or electronic devices into an examination room, or who assist, or obtain assistance from other students or from an unauthorized source, risk penalties under the *Code of Behaviour on Academic Matters*, including the loss of academic credit for the course, suspension, or expulsion from the University.

***Best Practice:***

*Approximately five minutes prior to the start of the examination, remind students of the prohibitions regarding unauthorized material and electronic devices, including all phones,*

*smart watches. Instruct students to place their valuables, including their phones and any earbuds or headphones, in one of the re-sealable plastic bags that we provide for this purpose. Give a re-sealable plastic bag to any student who does not already have one. **The use of the plastic bags is mandatory since possession of an unauthorized electronic device is an academic offence.***

2. Unauthorized materials include, but are not limited to: books, class notes and aid sheets. Cheat notes can be secured or hidden in the most unlikely places. For this reason, paper coffee cups, plastic water bottles with labels, and pencil cases are not permitted on exam room desks, and students wearing hats or caps, or earbuds/headphones should be asked to remove them prior to sitting down to write their exams. If a student refuses to comply with this request, report the incident on an Exam Incident Report – Academic Integrity form.
3. Confiscate and retain any unauthorized materials being used by a student, report the incident on an Exam Incident Report – Academic Integrity form, and clearly note on the student’s exam paper/booklet(s) the portions of the exam completed up to that point. If notes are being passed between students, complete the steps outlined above and relocate the students in the room. Confiscated written material, together with the exam paper, must be submitted to the departmental office along with the Exam Incident Report form.
4. Unauthorized electronic devices include, but are not limited to: cell phones, smart watches, laptop computers and tablets, programmable calculators, MP3 players, electronic dictionaries and pagers:
  - If you observe an unauthorized electronic device on a student’s desk or person, whether or not it is being used, **confiscate it for the duration of the examination**. Do not peruse the contents of the device, but make note of any information readily visible (if possible take a photograph of the device).
  - Complete a Possession of Unauthorized Electronic Device form. **At the end of the exam, you must return the electronic device to the student, but before handing it back, the student must sign the Possession of an Unauthorized Electronic Device form.**
  - **If, in addition to possessing an unauthorized electronic device, you observe the student using the device, also complete an Exam Incident Report – Academic Integrity form.** Clearly note on the student’s exam paper/booklet(s) the portions of the exam completed up to that point. The student should then be allowed to complete the exam.
  - Instructors and invigilators are reminded that the possession of an unauthorized electronic device is a potential academic offence, and any marks penalty assigned is solely the decision of the Dean’s Designate(s) for Academic Integrity.
5. Do not hesitate to move a student whose behaviour is suspicious.
6. Submit all completed Exam Incident Report – Academic Integrity forms and/or Possession of an Unauthorized Electronic Device forms, along with any confiscated materials/items to your Departmental Office at the conclusion of the exam.

#### **II.4 Students Leaving the Exam Room (to pray or visit the washroom)**

1. Students who ask to pray during an examination should be provided with a quiet place either in the exam room or just outside it for this purpose. Students who leave the exam room must be escorted. Students choosing to pray will not be given extra time to write their exam.
2. Students who ask to visit the bathroom during an examination must be escorted. Ensure their exam is left closed on the desk or pick it up until the student returns. Students must not take cell phones, electronic aids, or other materials into the washroom with them.

3. Students should not be permitted to leave the exam room to pray to visit the washroom in the final 10 minutes of the examination.

## II.5 Illness or Behavioural Issues in the Exam Room

4. Students who wish to leave the exam early, either due to illness or for other reasons, and have no intention of returning should notify their instructor or an invigilator of their intentions. The instructor or invigilator is required to:
  - a. Ensure the student has signed their Examination Candidate form and all examination booklets;
  - b. Collect the student's exam paper and note the time of departure on it; and
  - c. In cases where the student is leaving due to illness, instructors and invigilators should report the matter on an Exam Incident Report – Illness/Behavioural form, clearly noting any symptoms the student displays, and advise the student to visit the Health & Wellness Centre, use the Absence Declaration tool in ACORN, and submit a petition for a deferred exam through the Office of the Registrar. The Exam Incident Report – Illness/Behavioural form, which must be submitted to your Departmental Office at the conclusion of the exam, will also be required as supporting documentation for a petition to request a deferred examination. Students will find procedures for petitioning for a deferred examination on the Office of the Registrar website at <http://www.uts.utoronto.ca/registrar/petitions>.

*Note: Any student asking to leave an exam due to illness, but expressing a desire to return, must be attended by an instructor, invigilator, or member of the Exam Support Team for the entirety of the time they are absent from the exam room.*

5. Instructors and invigilators should be attentive to situations where students show signs of illness or demonstrate mental health or behavioural issues during the exam. In this instance, report the matter on an Exam Incident Report – Illness/Behavioural form, clearly noting any symptoms the student displays, and **advise the student to visit either the Health & Wellness Centre or another practitioner to have a Verification of Student Illness or Injury form completed.** Students will submit the Verification of Student Illness or Injury form as supporting documentation for a petition to request a deferred exam. The Exam Incident Report – Illness/Behavioural form, which must be submitted to your Departmental Office at the conclusion of the exam, will also be required as supporting documentation for a petition to request a deferred examination. Students will find procedures for petitioning for a deferred examination on the Office of the Registrar website at <http://www.uts.utoronto.ca/registrar/petitions>.
6. Should it be necessary for a student in distress to leave the exam room in the final 10 minutes of the examination, this should be noted on the Exam Incident Report – Illness/Behavioural form.

## II.6 Exam Disruption: Responding to Fire Alarms and Power Outages

1. Fire Alarms:
  - If, at any point during an exam, a fire alarm sounds, the instructor/invigilator should ask students to remain calm, and then instruct them to immediately stop writing and leave all exam materials (questions, booklets, scantrons, allowable aids, etc.) face-down on the desk.
  - Instruct students to leave the exam room via the nearest exit. They should leave their personal belongings behind, but may take their valuables if they have been stored in a re-sealable plastic bag placed underneath their chair. Tell students they must keep the bag sealed.

- Instruct students to leave the building; remind them not to use the elevators. Once outside the building, they should proceed to the designated exterior assembly area and await instructions. Remind them not to speak to each other.
  - The instructor/invigilator must ensure that all students and invigilators have exited the room and then close (but do not lock) the exam room doors. Instructors are reminded that, in the event of a fire emergency, faculty members have a legal responsibility to ensure all students, and any staff reporting to them, are evacuated in a safe and efficient manner.
  - Report the incident on an Exam Incident Report – Academic Integrity form, including the time the alarm sounded, and submit the form to your Departmental Office at the conclusion of the exam.
  - These instructions must be followed even if you suspect the alarm is false.
2. Returning to the Exam After the All-Clear is Given:
- When the all-clear is given, the exam will resume. Students can be given additional time to make up the time lost when the disruption began.
  - The instructor/invigilator should instruct students to return to their designated seat in the classroom.
  - The instructor/invigilator must recount the students; if the number of students present does not align with the original count (i.e., there are fewer, or more, students), TCards must be checked again. Any discrepancies must be noted on the Exam Incident Report – Academic Integrity form describing the disruption.
3. Power Outages:
- In the event of a power outage, the instructor/invigilator should instruct students to remain in their seats. Note the time the disruption began on an Exam Incident Report – Academic Integrity form, and contact the Exam Support team for further instructions. The Exam Incident Report – Academic Integrity form must be submitted to your Departmental Office at the conclusion of the exam.

### **III At the End of the Exam**

1. Five (5) minutes prior to the end of the examination, remind students to sign all of their exam booklets and scantron sheets (if any).
2. At the end of the exam, all exam writing should cease immediately. If a student continues to write, go to that student and request their exam booklet(s). If the student refuses to comply, report this on an Exam Incident Report – Academic Integrity form. Ordinarily, a student would be reprimanded for a first offence of this kind. A second offence would be treated more severely.
3. Students must not leave the exam room with any exam booklets, used or unused, and should return the re-sealable plastic bag provided for their valuables and electronic devices.
4. If the exam room is being shared with another course whose students are still writing, instructors or TAs should not return term tests or assignments to students at the conclusion of an exam.
5. Please clear the examination room as quickly as possible once the examination is over. When you leave, take all exam materials with you, excluding unused exam booklets and re-sealable plastic bags – these are to be left in the boxes at the front of the classroom; Facilities Management is responsible for their removal at the end of the examination period. Note that U of T Scarborough is not responsible for personal property left in the exam rooms.

6. Submit all completed Exam Incident Report forms (both Academic Integrity and Illness/Behavioural) and/or Possession of an Unauthorized Electronic Device forms, along with any confiscated materials/items to your Departmental Office at the conclusion of the exam.

#### **IV Exams Held in the Instructional Centre (IC)**

1. Instructors will be given electronic access to the exam classrooms via swipe access cards or fobs. If you do not have an access card or fob, please inform your departmental office so that arrangements can be made.
2. Departmental offices will distribute exam booklets, and the re-sealable bags to be used by students for securing their valuables and electronic devices, to instructors. Please do not leave unused booklets in the classrooms at the end of your exam, and ensure all doors are closed and locked when you exit.
3. Except where superseded by items 1 and 2, all of the exam procedures described above apply to exams held in the IC.

#### **Emergency Contact Information:**

If you encounter any problems during an examination the Exam Support Team can be reached at **416 287-7540**. They are available throughout the exam period, including evenings and weekends (8:15am to 10:00pm).