



UTSC Procedures: Administration of Final Exams

This document outlines current UTSC procedures for the administration of final examinations. It is intended for Chairs and Directors of academic units, and any staff with responsibility for organizing or managing final exams.

Jurisdiction regarding the administration of exams and collection of grades lies with the academic units. Questions regarding the administration of exams should be brought to the Chair or Director of the academic unit.

I Collection and Printing of Exam Question Papers

1. At the start of each term, instructors **must** submit a course syllabus to the departmental office, which will be reviewed by the Chair/Director of the academic unit responsible for offering the course (or designate). The syllabus will include information on the methods of assessment, including the use of exams.
2. Departmental Assistants (DAs) can use the syllabi to build a list of courses that include a final exam.¹
3. Well in advance of the examination period, DAs will prepare a letter (from the Chair/Director) to instructors informing them of the deadline for receipt of their exams and indicating the additional information needed, e.g., the grading scheme, whether aids are permitted and the duration of the exam.
4. **Instructors must submit a copy of their final exam(s) to the departmental office at least five working days prior to the scheduled date of the exam. In addition to the exam questions, instructors must include an answer guide.**
5. DAs will work with instructors to complete all forms required by *AccessAbility* Services and the Registrar's Office.
 - DAs must ensure that all exams, requested by either *AccessAbility* Services or the Registrar's Office, are promptly forwarded on.
 - Where an alternative exam has been requested by either the Registrar's Office or *AccessAbility* Services (e.g., for exam conflicts, consecutive, or deferred examinations), the instructor must provide it.
6. DAs will arrange for the printing of all exams. Instructors will collect the printed exams from the DAs.
7. After the final grades have been submitted, DAs will forward the exams to the UTSC Library at exams-librepository@utsc.utoronto.ca to be added to the Final Exam Repository.²

¹ If an instructor does not intend to hold a final exam, approval must be obtained from his/her Chair/Director prior to submitting the syllabus to the departmental office.

II Exam Cover Sheets and Materials Packages

1. DAs are responsible for preparing header information/cover sheets for exams, which **must** include the following information:
 - Course and section number
 - Name of the instructor
 - Date and start time of the exam
 - Location of the exam
 - Number of pages of the exam
 - Duration of the exam
 - Aids allowed
 - Acknowledgement of the *Code of Behaviour on Academic Matters* as shown in the box below:

The University of Toronto's *Code of Behaviour on Academic Matters* applies to all University of Toronto Scarborough students. The *Code* prohibits all forms of academic dishonesty including, but not limited to, cheating, plagiarism, and the use of unauthorized aids. Students violating the *Code* may be subject to penalties up to and including suspension or expulsion from the University.

2. To help instructors deal with exam emergencies, DAs should prepare an exam materials package for each examination in the unit. The package should include:
 - The examination questions
 - Examination Candidate forms
 - *UTSC Procedures: Conducting Final Exams*
 - “Possession of an Unauthorized Electronic Device” forms
 - “Exam Incident Report” forms

III Invigilation of Final Exams

1. Instructors must be present at the exam unless their absence is approved by the Chair/Director (*Academic Handbook*, 2012, V.9). When an instructor cannot be present the departmental office is responsible for finding a 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 each 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:

² Exams for courses with an approved exemption from the Exam Repository should not be forwarded to the Library.

- *The course instructor as part of his/her normal responsibilities.*
- *The course Teaching Assistant(s) as part of their contracted responsibilities. TAs are expected to be able 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).*
- *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 room (i.e., they cannot be left alone in the room with the students). They are paid at the “Assistant Invigilator” rate as per the current CUPE 3902 Unit 1 Collective Agreement.*

3. The academic units are responsible for the securing of invigilators. 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. Where TA contracts include the invigilation of final exams, this expectation must be clearly stated, and the contractual obligation must be supervised.