

## Memorandum

**To:** All Instructors and Invigilators  
**CC:** Chairs and Directors  
**From:** Professor Mark Schmuckler, Vice-Dean, Undergraduate  
**Date:** March 10, 2020  
**Subject:** Final Exam Procedures and Responsibilities of Instructors and Invigilators

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UTSC is committed to ensuring the highest standards of academic integrity at all levels, including during the examination process. Although only a small number of students cheat, or attempt to cheat, during exams, it is the job of all faculty and teaching support staff to prevent cheating where possible, be attentive to cheating when it occurs, and report cheating you believe has taken place.

Vigilance during exams is particularly important because students are remarkably inventive about devising ways to cheat, including:

1. Using notes, information or formulas stored on any electronic device; or written on body parts, cheat sheets, exam booklets removed during a prior exam, erasers, tissue boxes, paper coffee cups, the labels of plastic water bottles, hats, caps and items of clothing, etc.;
2. Copying from another student; or from a book left open on the ground or left within sight of the student;
3. Exchanging information or answers with another student, using various methods of communication.

Instructors and invigilators must take their responsibilities seriously so, as the final exam period approaches, I am writing to remind you UTSC has defined examination procedures, which you are expected to adhere to. Attached to this memorandum, and also posted to Dean's [website](#) are *UTSC Procedures: Conducting Final Exams*. Ensure you review these procedures prior to the examination period, and carry a copy of them with you throughout the examination period. If you have questions regarding examination procedures please contact Annette Knott, Academic Programs Officer, at (416) 978-208-4820, or [annette.knott@utoronto.ca](mailto:annette.knott@utoronto.ca)

**If you experience a problem during your exam, contact the Exam Support Team at (416) 287-7540. They are available throughout the exam period, including evenings and weekends (8:15am to 10:00pm).**