



<b>Category:</b> Education	<b>Responsible Owner:</b> Academic Board	<b>Effective Date:</b> Oct 21 <sup>st</sup> 2019
<b>Policy Number:</b> P2.4	<b>Final Approval Body:</b> Board of Directors	<b>Proposed Review Date:</b> Oct 2024
<b>Policy Name:</b> Final and Major Exam Invigilation Procedures for Instructors and Co-Invigilators	<b>Forms:</b>	<b>Amendment History:</b>

#### **A. PROCEDURES:**

##### **Before and After the Exam:**

1. Students are to be advised, prior to the day of the exam of exam policies, including to not bring electronic devices or valuables to the exam unless requested by the instructor, as Columbia College is not responsible for items placed at the front of the room.
2. Seating should be assigned by the instructor. Students should be seated in a manner that is most conducive to providing a good testing experience.
3. Examination rooms will not be left open during final examination week. Instructors must ensure that the door is closed and locked after the exam is finished. Rooms will be kept locked and opened by the instructor just prior to the start of the examination.
4. Cellphones (and similar electronic devices) will be turned off during classes, not simply switched to "vibrate" mode.
5. Mobile phones and smart watches will NOT be collected by the instructor (for liability reasons) but will, if brought into the exam room at all, be turned off and not at the student's desk. Any student found consulting a mobile phone or smart watch for any reason will be deemed to be cheating.
6. No headphones or earbuds will be allowed.
7. All bags will be placed at the front of the room, not in the hall. All non-essential items should stay in the student's bags. Check items on the student's desk such as water bottles, calculator cases, pencil cases for notes.
8. Instructors are expected to return the classroom to the state it was found at the beginning of the exam.
9. The co-invigilator is in the room as a second set of eyes and to support the instructor. The co-invigilator may be asked to participate in the preparation of the room and outlining the rules to students. However, it is the instructor's prerogative to determine the extent to which this will or will not happen.

**During the Exam:**

1. Computers and calculators will not be shared, unless permitted by the instructor.
2. All incidents of cheating will be reported to the Academic Board. In addition to filing the cheating/plagiarism form, Instructors will report to their Dean, who will forward to Student Services.
3. The Instructor is the primary invigilator during the exam and should be present and remain vigilant at all times. If the Instructor must leave the room, the co-invigilator or relief invigilator has full responsibility for the class; any incident of cheating, suspected or actual, will be reported to the Instructor upon his/her return, who will follow the reporting procedure.
4. Relief invigilators during final exams provide for 5 minute breaks only.
5. In the exam room, the co-invigilator will defer to the instructor in all instances.
  - a. The co-invigilator's job is to provide the instructor with support in the room.
  - b. If the co-invigilator is concerned by something that happens in the room, they may be required to inform their supervisor of the incident, in some cases by law.
    - i. Where this happens, the Testing Coordinator is informed
    - ii. Where the Testing Coordinator determines that this is an issue that needs further consideration, they will inform the Dean and VPA, who will work together to determine how to proceed in the matter.
6. The instructor and co-invigilator are expected to behave professionally during the exam, meaning that talking and time on devices is to be kept to an absolute minimum.
7. Everyone in the room is to be treated with respect, aligning with College Policy.
8. Students must show photo ID at the final exam. Ensure that the name matches that on the exam paper. If there is doubt from the photo, the signature should be checked. Student photos in CAMS can also be used to verify identity.
  - a. If the identity is still uncertain, the student will be sent to the Main office (M-F) or Student Services (S) before the exam to check records.

**Recommendations:**

1. Discourage washroom trips during the exam; allow students to go to the washroom before they see the exam.
2. Ask candidates to remove all items from their desktop except for those allowed: pencil, pen, eraser, photo-ID, and calculator. Check water bottles, pencil and calculator cases, etc.
3. Have students sign out upon completion of the exam
4. Set times for when students may leave the exam, so as to minimize disruption
5. Take time to explain that any cellphones or smart watches seen on a student's person, or even heard to ring/buzz, will be treated as an attempt to cheat.
6. Take attendance. Use the class list or an attendance sheet to get signatures. Note any absences.
7. Walk around the room at random intervals.

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

**REFERENCE TO BYLAWS or ARTICLES:**

**RELATED ACTS AND REGULATIONS:**

**RELATED POLICIES:**

**APPROVALS:**

<b>Responsible Owner:</b>	DocuSigned by: <i>Matt Wadsworth</i> 1A11DD8CFDE4407...	<b>Date:</b> 1/11/2021
<b>Principal or Designate:</b>	DocuSigned by: <i>Robin Hemmingsen</i> 3B3AA9ED741145B...	<b>Date:</b> 1/7/2021
<b>IF APPLICABLE:</b>		
<b>Chair, Academic Board</b>	DocuSigned by: <i>Matt Wadsworth</i> 1A11DD8CFDE4407...	<b>Date:</b> 1/11/2021
<b>Chair, Marketing and Recruitment Committee:</b>		<b>Date:</b>
<b>Chair, Finance Committee:</b>		

**APPROVAL FOR ALL POLICIES**

<b>Chair, Board of Directors</b>	DocuSigned by: <i>Mike Metcalf</i> EB54BC1A9D4B4EC...	<b>Date:</b> 1/7/2021
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<b>Revision Date(s):</b>	<b>Replaces Policy Number:</b>
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**Note:** The Policy Font is Calibri size 10.