



<b>Category:</b> Education	<b>Responsible Owner:</b> Academic Board	<b>Effective Date:</b> October 21 <sup>st</sup> , 2019
<b>Policy Number:</b> P2.4.1	<b>Final Approval Body:</b> Board of Directors	<b>Proposed Review Date:</b> OCT 2024
<b>Policy Name:</b> Procedures for LWA, MPT and EPT exams	<b>Forms:</b>	<b>Amendment History:</b>

#### A. PROCEDURES:

1. For large exams (> 20 students) assign seating if possible. Otherwise seat students as far away from each other as possible.
2. Students must show photo ID at the exam. Ensure that the name matches that on the exam paper and student number, if applicable. If there is doubt from the photo, the signature should be checked. 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.
3. Students are to be advised not to bring electronic devices or valuables to the exam unless requested by the invigilator, as Columbia College is not responsible for items placed at the front of the room.
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 invigilator (for liability reasons) but will, if brought into the exam room at all, be turned off and placed in the student's bag at the front of the room, not in the hall. 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 such as water bottles, calculator cases, pencil cases for notes.
8. Computers and calculators will not be shared.
9. Before the test begins, clearly tell the candidates that NO TALKING is allowed. Explain that any talking, even saying goodbye to a friend, can be interpreted as an attempt to cheat and will be dealt with accordingly.
10. Remind the students that their eyes should be on their own paper, not on their neighbour's paper.

11. Do not use your cell phone. Do not read a book. Remain watchful.
12. Sit at the back for at least part of the exam and watch the candidates carefully.
13. Watch students carefully when the exam is turned in, this can be a chaotic time but students should still be abiding by the same rules as when they were sitting the exam, e.g. no talking, no checking cell phones
14. All incidents of cheating will be reported to the Testing Coordinator and a cheating/plagiarism form should be completed.
15. Walk around the room at random intervals.

**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, hats, 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.

**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> 1A11DB8CFDE4407...	<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> 1A11DB8CFDE4407...	<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.