

Ontario Veterinary College
Examination Procedures and Invigilation Policies

Department Chair's Responsibilities:

The Chair is responsible for the conduct of all examinations (midterm and final exams) in courses administered by his or her department. The Chair may obtain the assistance of the course coordinator in this task, but retains the ultimate responsibility. The instructor-in-charge of the examination, usually the course coordinator or other faculty member aware of the course content, must be present in the exam.

The Chair will appoint an adequate number of invigilators to assist the instructor-in-charge. Two invigilators for a class of up to 25 students and 1 additional invigilator for each additional 50 students in a class; thus a DVM class should have 4 invigilators). Invigilators may be faculty in this or other courses, graduate students, or technical staff. They need not know the course material, but should be aware of their responsibilities during the test (see below). Non-faculty invigilators must be selected in accordance with CUPE 3913 Unit 1 collective agreement.

Course Coordinator Responsibilities:

The Course Coordinator is responsible for the setting of the examination and appointing the instructor-in-charge of the exam, if it is not the course coordinator. The Course Coordinator will:

- Ensure that instructor-in-charge and invigilators have been made aware of their responsibilities.

Instructor-in-charge responsibilities

- ☑ Ensure that attendance is recorded at each examination. Each student should initial beside his or her name. The attendance record is for the department's use and is not submitted to Registrarial Services.
- Verify that all completed exams are collected by recording each exam received on the attendance sheet before leaving the examination room.
- The instructor-in-charge should collect exams sorted into alphabetical piles to make this process more efficient.
- Clearly indicate both verbally at the beginning of the exam and printed on the exam cover page, instructions with respect to student conduct. These must include at least the following:

All coats, hats and personal belongings (e.g. knapsacks, books) are to be left at the front or side of the room, or under the desk as indicated by the invigilators.

- Aids are prohibited unless explicitly approved by the instructor-in charge.

- Possession of any unauthorized aids or materials is an academic offence.
- Act as the head invigilator during the exam, with the duties described below.
- Model appropriate invigilator activity during the exam, which includes refraining from conducting other work, checking emails or texts, etc.

Invigilator's Responsibilities:

Invigilators are responsible for the overall conduct of the examination, which includes minimizing disruptions and interference of students' ability to write the exam.

Invigilators will assist with:

- The distribution and collection of examination material.
- Completing the attendance record and ensuring the head count matches the number of signatures.
- Check washrooms for course materials before exam begins.
- Escorting students to the washroom entrance.
- Ensure a course instructor addresses student question(s) and concerns arising during the examination. Invigilators are not to answer student questions related to the examination content.
- Detecting behaviour that may constitute academic misconduct.

There must always be at least one invigilator present in the room. When two invigilators are present, one should remain at the front of the room and one at the back. Invigilators should routinely circulate the exam room to discourage cheating.

IMPORTANT:

Invigilators are not permitted to read or work on a computer during the exam, and cell phone use is to be limited to emergencies. Their full attention should be on conducting the examination.

The instructor-in-charge may be asked to submit a formal evaluation of invigilator effectiveness at the conclusion of the examination. This evaluation may be used to determine future eligibility of an individual to invigilate.

If academic misconduct is suspected the invigilator will:

- Notify the instructor-in-charge of the exam. He/She will determine whether the student is to be permitted to continue the exam.

Until the instructor-in-charge is present, allow the student to continue the examination, but may take immediate action by either:

- Requesting that the student complete the examination in another location or setting when it is deemed that such action will cause the least disruption to those taking the examination; or
- Confiscating the suspect material and requiring the student to remain after the examination to meet with the instructor-in-charge.
- In cases of suspected impersonation, require the student concerned to remain after the examination until the student is satisfactorily identified.

Although the responsibility for preventing and detecting academic misconduct in an examination lies with the invigilators; they may make use of reports from others to assist them in detection.

In any case of academic misconduct, the invigilator shall give a full written report, together with any confiscated material, to the instructor-in-charge of the exam. This documentation will be used in consultation with the appropriate department chair to determine whether the offence and the associated evidence merit a formal complaint. When it is determined that a formal complaint is appropriate, the chair shall make the complaint in writing to the dean of the college. The complaint shall include copies of all relevant material including a description of the method of evaluation as described in the course outline. A copy of the complaint shall be forwarded to Undergraduate Program Services. The dean of the college offering the course will take the initiative in determining whether to proceed with a complaint.

Details on University policy can be found at:
<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

Student Responsibilities:

Bring photo identification to the examination.

Place any personal belongings (e.g. bags, books, knapsacks), or other items not classified as permissible aids, in areas specifically indicated by the invigilators.

Sit in the assigned seat according to the seating plan posted outside of the room.

If a calculator is an allowable aid, it must function solely as a calculator. Cell phones, smart watches, and other electronic devices are not allowable aids.

Report any suspected misconduct to an invigilator.