



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>EXAMINATION REGULATIONS</b>	<b>Area of Responsibility:</b>
<b>Policy Section:</b>	<b>ACADEMIC</b>	<b>VICE PRESIDENT, ACADEMIC</b>
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### ***1.3.13 Examination Regulations***

#### **Preamble**

These regulations serve several purposes. Primarily, they attempt to balance two aims: (1) to minimize as much as possible the inherent stress students experience in a testing environment, and (2) to safeguard the integrity of the test-taking and evaluation process.

The comprehensive nature of these regulations attempt to achieve this balance by clearly setting out expectations so that all parties involved in the testing process (students, faculty, invigilators, administrators, and support staff) have a common understanding of the rules that guide the testing process. By setting out both the requirements and the areas in which discretion may be exercised, these regulations aim to ensure that uncertainty and misunderstanding can be minimized through consistent application of rules while providing flexibility where warranted so as to avoid unfair results.

Another purpose of this policy, which can be achieved by having a common understanding and consistent application of the rules and judicious exercise of discretion, is to reduce the need to resort to formal processes (such as grade appeals) for resolution of issues.

#### **Definitions**

**“Admission Testing”**: a test administered for the purpose of determining admission to a program of study;

**“Allowed Examination Time”**: the amount of time allowed for the conduct of the examination from official start to official stop, not including any unscheduled interruptions (this may or may not be the entire time period in which the examination has been “scheduled”).

**“Accommodated Testing”**: refers to provision of reasonable adaptations in testing as determined and/or validated by a St. Clair College Disability Counsellor.

**“Attendance Roster”**: a listing of registered students in course, in alphabetical order by last name, wherein each student shall be required to identify his/her student number and provide a signature.

**“Deferred Examination”**: examination which is re-scheduled on a case-by-case basis (i.e. “make-up”)

**“Examination”**: an invigilated form of testing for the purpose of assessing a student’s proficiency in one or more of the following domains: knowledge, comprehension, application, analysis, synthesis,

and evaluation; examination includes tests and final examinations; the terms “examination” and “test” are used interchangeably in these regulations.

**“Test”**: any examination whereby the weight of the grade assigned represents twenty percent (20%) or more of the student’s overall grade in the course.

**“Final Examination”**: any examination held at the end of a course, whether comprehensive (covering a substantial portion of the material in the course) or non-comprehensive (covering only the last unit of work completed in a course).

**“Examination Materials”**: any materials distributed to students during the examination process, including but not limited to examination papers, answer sheets, formula sheets, instruction sheets, and digital storage devices.

**“Examination Script”**: student answers/submitted examination;

**“Faculty”**: the instructor of the course for which the examination is being conducted.

**“Final Examination Period”**: the last week of the semester as it relates to the course/program for which the examination will be written.

**“Final Examination Week”**: the fifteenth (15<sup>th</sup>) week of the fall and winter semester.

**“Identification”**: valid St. Clair College student card or government-issued identification which contains both photograph and signature (i.e. Canadian citizenship or passport, Ontario driver’s licence).

**“Outside Invigilator”**: refers to a person who acts as the Supervising Invigilator to a St. Clair College examination who is not an employee of St. Clair College;

**“PLAR Testing”**: refers to any test administered as part of the PLAR, “Prior Learning Assessment and Recognition”, process.

**“Supervising Invigilator”**: refers to the person who has primary responsibility for the conduct of a particular examination.

**“Subject to other rules or restrictions”**: rules established by department, program or faculty that apply to the examination; rules can be established by department, program or faculty where these regulations specifically allow for the exercise of discretion, where specifically authorized by these regulations, and/or where nothing prevents the establishment of the rule; such rules shall not override the mandatory provisions set out in these examination regulations.

**“Supplemental Examination”**: an additional examination provided to student(s) to replace, in whole or in part, a grade.

**“Third-Party Examination”**: refers to situation(s) where St. Clair College is responsible for the invigilation of a test belonging to, and on behalf of, a third-party (i.e. another educational institution, licensing body, etc.).

**“Testing Services”**: a service provided to by St. Clair College for the invigilation of examinations by College staff (i.e. at Learning Commons).

**“Tutorial Testing”**: refers to any test administered as part of a tutorial process.

**“Unscheduled Interruption”**: a disruption during examination which necessitates evacuation of examination room/building (i.e. fire alarm).

**“Version”:** the creation of a variation of an examination, including that which reorganizes the questions.

### **Scheduling of Final Examinations**

1. **Final Examination Week (Week 15):** For examinations held during Final Examination Week, the Registrar’s Office shall oversee the scheduling of examinations, including the provision of date, time and room(s). The schedule of these examinations shall be posted in appropriate areas by the end week 11 (eleven) of the semester.
2. **Adequacy of Examination Room:** The room(s) assigned for final examinations shall be of sufficient capacity to allow for the appropriate seating and monitoring of students sitting the examination.
3. **Student Availability for Final Examination:** Students must be available for examinations up to the last day of the final examination period.
4. **Final Examination Schedules:** Final examination schedules may or may not be consistent with the time established for program or course delivery.
5. **No Classes during Final Examination Week (Week 15):** No classes shall be conducted during Final Examination week.
6. **Classes during Final Examination Period:** Where final examinations are scheduled in an examination period other than the Final Examination week, normally scheduled classes for that week may be conducted for the purpose of review and/or student presentations but no new material should be introduced.
7. **No Testing in Week Prior to Final Examination:** The week prior to final examination period shall be, as far as possible, free from testing.
8. **Final Examination Schedule Conflict:** If a student is scheduled to write more than one final examination at the same time (i.e. conflicting examination schedule), the student shall contact the faculty involved as soon as the issue becomes known to him/her and/or no later than two (2) weeks prior to the scheduled date. The faculty involved shall resolve the issue by deferring examination(s) as required.
9. **Maximum of Two Final Examinations on Same Day:** Students shall not be required to write more than two (2) final examinations on the same calendar day. If a student is scheduled to write more than two (2) final examinations on the same calendar day, the student shall contact his/her Program Chair as soon as this issue becomes known to him/her and/or no later than two (2) weeks prior the scheduled date. The Program Chair, in consultation with the faculty involved, shall resolve the issue by deferring examination(s) as required.

### **Deferral of Examination**

10. **Religious Grounds:** Every effort must be made to accommodate students who, through religious obligations, are unable to write examinations at the time scheduled. Students who, through religious obligations, are unable to write an examination when scheduled, are required to notify the faculty, in writing (Appendix A) with supporting documentation, as soon as the examination conflict becomes known to them; in the case of final examinations, the student is required to give at least two (2) weeks’ notice.

11. **Medical Grounds:** Faculty may grant deferred examinations on medical grounds where sufficient documentation exists. Students who seek a deferral on medical grounds must make their request to the faculty in writing (Appendix A), along with supporting documentation, as soon as the issue becomes known to them and, in any event, no later than three (3) working days after the scheduled writing of the examination. Failure to notify faculty of issue pertaining to deferral in a timely manner constitutes grounds to reject the request.
12. **Compassionate Grounds or Extenuating Circumstances:** Faculty may grant deferred examinations on compassionate grounds. Compassionate grounds generally include bereavement, required court appearances, and any other extenuating circumstances. Participation in varsity athletic competitions may constitute extenuating circumstances. Vacations and sports practices are not suitable grounds for deferred examination. Deferred examinations requests on the basis of compassionate grounds or extenuating circumstances are generally known in advance and students who seek deferral on this basis shall do so, in writing (Appendix A), as soon as the conflict becomes known to them. Supporting documentation must be provided along with the request. Failure to notify faculty of issue pertaining to deferral in a timely manner constitutes grounds to reject the request.

### **Role of Supervising Invigilator**

13. **Faculty as Supervising Invigilator:** The faculty shall be the Supervising Invigilator for the invigilation of his/her examination or, if necessary, for arranging an alternate Supervising Invigilator.
14. **Appointment of Alternate Supervising Invigilator by Faculty:** For in-class regularly scheduled post-secondary program examinations, the faculty may appoint another member of faculty to be the Supervising Invigilator. The appointment of an alternate Supervising Invigilator who is not a faculty member requires approval of the program Chair.
15. **Special Provisions for Appointment of Alternate Supervising Invigilator:** Special provisions apply for the appointment of an alternate Supervising Invigilator as follows:
  - a. **Department of Continuing Education:** For examinations scheduled in courses delivered through the Department of Continuing Education, the Department of Continuing Education shall, where required, arrange for alternate Supervising Invigilator.
  - b. **Accommodated Testing:** Where a student has accommodated testing needs, arrangements for alternate Supervising Invigilator shall be made through Testing Services. Students are required to provide a copy of their “Individual Accommodation Plan” obtained from St. Clair College Disability Services to faculty. It is the student's responsibility to book the test through Testing Services and to ensure that the test is scheduled at the same date and time as the regularly scheduled test. The student shall notify the faculty member of the booking at least 3 (three) working days prior to scheduled test.
  - c. **Deferred Examination:** Where a student has been granted a deferred examination, arrangements for alternate Supervising Invigilator shall be made by using Testing Services where available. Students should not book a test through the Testing Services until approval for a deferred test has been granted by faculty. Once approval has been granted, it is the student's responsibility to book the test through Testing Services and to notify the faculty member of the booking at least 3 (three) working days prior to scheduled test.

- d. **Where Testing Services Not Available for Deferred Examination:** Where faculty determines that the use of Testing Services is impractical or where Testing Services are not available, faculty may make arrangements to personally invigilate a deferred test. However, all regulations pertaining to examination protocol and the responsibility and authority of faculty as Supervising Invigilator apply. This includes but is not limited to provisions with respect to cellular telephones, aids and resources, placement of personal belongings, and all other examination protocols established to safeguard the integrity of the testing process.

- 16. Faculty Responsibility to Alternate Supervising Invigilator:** In the event that the faculty has arranged for an alternate Supervising Invigilator, the faculty shall, no later than 24 (twenty-four) hours prior to the scheduled examination, provide the Supervising Invigilator with the following:
- a. All examination materials;
  - b. Attendance roster (unless test is administered to individual student through the Testing Services);
  - c. Instructions, in writing, regarding:
    - i. the date, time and location of the examination;
    - ii. permissible examination aids/resources;
    - iii. any specific instructions regarding questions raised by students during examination (i.e. whether clarification can be provided);
    - iv. any specific instructions regarding the issue of unscheduled interruption (i.e. whether alternate Supervising Invigilator should exercise discretion on resumption of examination or whether examination should be cancelled in such event);
    - v. any other requirements of the alternate Supervising Invigilator that are not specifically identified in these regulations;
  - d. Where possible, faculty should ensure that he/she is available to respond to urgent inquiries during the examination period and provide Alternate Supervising Invigilator with contact information.

### **Testing Services**

17. A service fee shall apply to each test administered through Testing Services, except as follows:
- a. An “accommodated test” where the test is administered at the same time as the regularly-scheduled in-class test;
  - b. A deferred test where the basis for the deferral is on religious grounds;
  - c. A deferred test where the deferral is necessitated by institutional conflicts (two examinations scheduled in overlapping periods, more than two final examinations scheduled on the same day, etc.).
18. The Registrar’s Office reserves the right to waive Testing Services fees on the basis of compassionate grounds on a case-by-case basis if requested by student or faculty. In reviewing any requests for waiver of Testing Services fees, the Registrar’s Office can require production of documentation in support of request from student and/or faculty.
19. Where faculty arrange for a test to be administered at the Testing Services for which no fee would apply, faculty may be required to verify the basis of the request (i.e. identify particulars of institutional conflict).
20. Students shall be required to provide verification of payment of Testing Services fee prior to admission into examination. Inability to verify payment may constitute grounds to deny student access to examination.

21. The Testing Services fee is non-refundable and may be forfeited where student fails to present themselves for examination at the Testing Centre as scheduled.
22. The Registrar's Office shall set the service fees for Testing Services. Notification of any increase in service fees shall be circulated to college staff by email and posted at the Testing Services office no later than 30 (thirty) days before increase takes effect.
23. Where production of valid identification is a mandatory pre-requisite for entry into examination room (i.e. Admission Testing, PLAR Testing, etc.), and where test-taker is unable to gain entry for reasons of lack of valid identification, the Testing Services fee may be forfeited as determined by the Registrar's Office.

#### **Authority & Responsibility of Faculty**

24. **Adequate Number of Invigilators:** Faculty is responsible for ensuring that examinations are adequately staffed, having regard to the safeguarding of the examination integrity. Where faculty finds it impractical to effectively monitor the conduct of an examination without assistance, whether this is due to the number of students, the duration of the examination or the physical facilities, the Program Chair shall arrange for additional invigilators upon request of the faculty, such request to be made in writing no less than two (2) weeks prior to the date of the scheduled examination. Program Chairs shall ensure that invigilators assigned to assist a Supervising Invigilator are familiar with the examination regulations.
25. **Multi-Sectioned Courses:** Faculty in multi-sectioned courses, where students in different sections write examinations at different times, must give different examinations.
26. **Examination Papers:** Faculty is responsible for all matters pertaining to examination papers: accuracy, conformity with stated course requirements, printing of sufficient numbers, and security of the examination papers. Examination papers in hardcopy format shall be typed and assembled. The value of each question/answer shall be indicated on the examination paper.
27. **Variation of Examinations:** Faculty should, as much as possible, vary examination papers from semester to semester and ensure that the same examination paper is not used repeatedly.
28. **Examination Versions:** Where an examination is scheduled in a room that may not permit appropriate safeguards in regards to examination integrity, faculty shall create different versions of the examination paper to be distributed in a manner which minimizes opportunity for academic misconduct.
29. **Notification to Students of Examination Format:** Faculty is responsible for ensuring that students know, no later than 1 (one) week preceding the examination, the examination format, allowed examination time, permissible aids/resources, and any other examination requirements or restrictions that are not already set out in these regulations. Said particulars shall also be specified, in writing, as part of the examination materials at the time of examination (i.e. on the examination cover-sheet).
30. **Attendance Roster:** Faculty shall prepare an attendance roster. Faculty shall retain the completed attendance roster for a period of 3 (three) months from the date of examination. Attendance rosters which can be disposed should be destroyed.
31. **Retaining Examination Scripts and Attendance Rosters:** Subject to any issues involving grade appeal, faculty (or, where applicable, the Department of Continuing Education) shall retain

examination scripts and completed attendance rosters for a period of 3 (three) months from the date of the end of the semester in which the examination was taken. Examination scripts which can be disposed should be destroyed.

32. **Examination Paper Errors:** Where an examination paper contains an error which is not detected and/or corrected before the examination is given, faculty shall adjust the marking scheme of the examination, as appropriate, and apply any adjustments to the grading of examination papers to each student paper to which the error applies.
33. **Electronic Examinations:** Where an electronic examination is to be conducted, faculty shall:
  - a. make every effort to ensure that all aspects of the electronic systems will work correctly during the examination and consult, where necessary, with technical support staff to ensure that the systems resources required for the examination are available;
  - b. where deemed appropriate, provide sufficient notice in writing to technical support staff of the date, time and location of the examination, to ensure high priority response by technical support staff of any technical issues that may arise during examination;
  - c. ensure that course outlines contain necessary information concerning the computing resources which students must have in order to take an electronic examination;
  - d. ensure that students are provided with sufficient advance notice of any computing resources (i.e. individual accounts on system, specific applications, file space, etc.) that will be required during the examination;
  - e. where possible, consult with technical support staff to enforce system restrictions on computing resources available to students during examination (i.e. using a firewall to restrict website access or disabling software);
  - f. in the event that faculty has arranged for an alternate Supervising Invigilator, ensure that the Supervising Invigilator has the basic technical skills and access to computing resources required to be able to assist students during the examination process;

### **Violation of Examination Regulations**

34. Student violations of examination regulations can constitute academic and/or non-academic misconduct and can be subject to disciplinary action pursuant to those policies.

### **Examination Protocol**

35. **Admission to Examination Room:** Students shall be admitted to the examination room ten (10) minutes before the examination is scheduled to commence.
36. **Prohibited Exit from Examination Room:** No student may leave the examination before the end of the first one-third (1/3) of the allowed examination time, even if he/she has finished the examination.
37. **Prohibited Entry to Examination Room:** No student may enter the examination after the end of the first one-third (1/3) of the allowed examination time.
38. **Late Students:** Students who enter the examination after the commencement of the examination, but before the one-third (1/3) of the allowed examination time has elapsed, shall be permitted to write the examination. The Invigilator is not required to grant an extension of time.

39. **Start and Stop:** Students shall start writing and cease writing as instructed by the Supervising Invigilator. Invigilators shall make a notation on the examination paper of any student who continues writing after instructed to stop.
40. **Limiting Disruption during Examination:** Any student entering or leaving the examination while the examination is in process shall do so with the least distraction to other students. Students shall not congregate outside the examination room while the examination is in process.
41. **The Final 15 Minutes:** The Supervising Invigilator shall announce when there are 15 minutes remaining allowed examination time, after which students may be required to remain in the examination room until all examination papers have been collected/delivered up.
42. **Permission Needed to Leave Examination:** Students may leave an examination only if authorized and/or granted permission to do so by an invigilator.
43. **Unscheduled Interruptions:** In the event of an unscheduled interruption requiring the evacuation of the examination room, students shall follow the direction of the Supervising Invigilator and evacuate in an orderly fashion. No examination materials are to be removed from the examination room. During a temporary evacuation, students shall not communicate on the subject of the examination. Students shall follow the direction of the Supervising Invigilator regarding either the cancellation or resumption of the examination. Students shall not re-enter the examination room following an unscheduled interruption without the express permission of the Supervising Invigilator.
44. **No Communication during Examination:** Students may not speak or communicate by any means, manner or device on the subject of the examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption or unscheduled interruption of the examination.
45. **Bringing Valuables into Examination Room:** Students should not bring anything of value into the examination room. The College is not responsible for items brought into the examination room. This includes, but is not limited to items that are lost, stolen or damaged.
46. **Placement of Student's Belongings:** All personal belongings such as coats and bags must be placed in such a manner so as to be inaccessible to the student while the examination is in process. Invigilators may designate and direct the placement of such items. Cellular telephones shall not, under any circumstances, be kept on a student's person. Invigilators may direct students to remove hats, scarves, gloves and coats (this does not apply to religious apparel).
47. **Items Prohibited from Desk Top:** With the exception of required writing utensils, no items may be placed on the examination desk the without the express permission of the Supervising Invigilator.
48. **Cellular Telephones:** Cellular telephones must be turned off and remain off during the entire examination process. Cellular telephones which have been brought into the examination area and have not been turned off shall be deemed to be an unauthorized aid and shall be confiscated. Violation of these regulations can result in disciplinary action for academic misconduct and/or disruption of instructional activities.
  - a. In exigent cases involving the necessity of enabling emergency contact with a student who is writing an examination, the student and Supervising Invigilator may make arrangements for the cellular telephone to be kept on and in the possession of the Supervising Invigilator

during the course of the examination. Exigent circumstances are limited to reasonably foreseeable medical emergencies of family members.

- b. The Supervising Invigilator shall, after consultation with the student surrounding the circumstances, determine at his/her discretion what protocol to follow in the event of a received call, having regard to least disruptive measures to other students. Without limiting the foregoing, students should not leave the examination room for the purpose of receiving a telephone call without escort.
49. **Examination Aids & Resources:** No aids or resources shall be brought into the room or used at an examination except those specified and authorized by the faculty. In the absence of any written statement contained in the examination materials specifying use of aids or resources, the presumption shall be that no aids or resources have been authorized.
  50. **No Sharing of Aids & Resources:** Where aids or resources have been authorized in an examination, students shall not share aids/resources (these include, but are not limited to, non-programmable calculators, crib sheets, word lists, memory aids, books and dictionaries).
  51. **Food & Drink:** Subject to other rules or restrictions, water in a clear plastic bottle (no labels) may be brought into the examination. No other food or drink is allowable in the examination unless there is a documented medical requirement.
  52. **Medical Requirements:** Students who require that any apparatus or medication be brought into the examination room pursuant to a documented medical condition shall inform the Supervising Invigilator upon entering the examination room and the Supervising Invigilator shall accommodate the student's medical needs as appropriate.
  53. **Prohibited Items:** Mechanical or electronic devices are prohibited in the examination area (unless use of devices constitutes an express requirement of the examination process itself). These include, but are not limited to, programmable calculators, cameras, IPODS, MP3 players, personal computers, personal digital assistants, wristwatch computers, wireless email devices, electronic paging devices, recording or filming devices, tape recorders, headphones, headsets, radios and programmable pens.
  54. **Removal of Examination Materials from Examination Room Prohibited:** Students shall not remove examination materials from the examination room under any circumstances. When students have finished the examination, they shall deliver up all examination materials, even if the materials are not required for grading purposes (i.e. blank exam booklets, formula sheets, etc.).
  55. **Responsibility of Student to Sign Attendance Roster:** Students shall sign an attendance roster. The attendance roster is used for the benefit of establishing a student's attendance and as such it is the responsibility of the student to ensure that the attendance roster is signed.
  56. **Students Must Provide Proof of Identification:** Students are required to bring identification to all examinations.
  57. **Failure to Provide Proof of Identification:** Students who fail to produce identification may be permitted to write the examination only if they complete the "Student without Identification" form (Appendix B), a copy of which shall then be attached to their examination.

58. **Subsequent Production of Proof:** Students who have been required to complete a “Student without Identification” form and shall be required to re-attend for purpose of establishing identity. Students who fail to provide proof of identification as required may receive a zero grade on the examination.
59. **Endorsement of Examination Materials:** Students shall endorse each answer booklet/form before commencing examination.
60. **Electronic Examinations:** Students who are scheduled for an electronic examination are responsible for ensuring that any required resources (i.e. individual accounts on system, specific applications, file space, electronic storage requirements, etc.) are valid and can be accessed.
61. **Prohibitions during Electronic Examinations:** Students who are taking examinations which are conducted using a computer shall follow the procedures established by the faculty. Students shall not open any application(s) or use any adaptive software/equipment other than those specifically authorized. Violation of these regulations is a form of academic misconduct.

### **Authority and Responsibilities of Supervising Invigilators**

62. **Enforcement of Examination Protocol and Regulations:** The Supervising Invigilator is responsible for the conduct of the examination having regard to the examination protocol set out in these regulations and for the enforcement of examination regulations.
63. **Seating of Students:** The Supervising Invigilator shall direct the admission and seating of students. Invigilators may post notices outside examination room identifying examination area as a “quiet zone”. Seats near room entrances should be left free so that disruption is minimized by any late arrivals. Students should be directed to be seated in a manner most conducive to safeguarding the integrity of the examination. The Supervising Invigilator has the discretion to direct a student, at any time during the examination process, to relocate seats. Where different versions of an examination paper are being used, the Supervising Invigilator shall ensure that the examination paper versions are distributed in a manner so as to minimize opportunity for academic misconduct.
64. **Announcements during Examination:** Any necessary announcements during an examination shall be made by the Supervising Invigilator. The Supervising Invigilator shall announce the start time and finish time of each examination and should notify the students when there are fifteen (15) minutes remaining until the end of the exam. Where a functioning clock is not clearly visible to all students writing the examination, the Supervising Invigilator shall ensure that an announcement of time is made at every one-third (1/3) interval periods during the examination. Supervising Invigilators assigned to the gymnasium during the same examination time period shall determine amongst themselves which one will be responsible for announcements.
65. **Announcement Regarding Cellular Telephones:** In addition to any other announcements before the commencement of the examination, the Supervising Invigilator shall direct students to remove any cellular telephone from their person, direct that all cellular telephones be turned off, and direct where cellular telephones shall be placed. The Supervising Invigilator shall caution students that any cellular telephones that are not turned off will be treated as an unauthorized aid and will be confiscated.

66. **Requirement of Student to Produce Identification:** The Supervising Invigilator shall require all persons attending at the examination to produce identification (this can be done upon entry into the examination room, upon signing the attendance roster, or by requiring the placement of identification on the desk during the examination process).
67. **Student without Identification:** The Supervising Invigilator shall require any student without identification to complete the “Student without Identification” Form (Appendix B). The Invigilator shall direct the date, time and place for the production of identification which shall be no later than three (3) working days from date of examination. Students who refuse to complete and sign the “Student without Identification” form may be refused access to the examination.
68. **Permission to Leave Examination Room:** Subject to other rules or restrictions, the Supervising Invigilator shall have the discretion to permit a student to temporarily leave the examination for personal emergencies (with an escort, if an assisting invigilator is available). If permission is granted for washroom purposes, permission shall only be given to one student at a time.
69. **Questions during Examination:** Subject to other rules or restrictions, Supervising Invigilators may clarify aspects of the examination which are unclear, but may not answer any question that is deemed to infringe the integrity of the examination.
70. **Error(s) Discovered on Examination Paper:** Where an error on the examination paper is discovered, an announcement may be made by the Supervising Invigilator to identify and correct the error only if all students writing the examination are present and no student has finished/submitted the examination. In the event that an error is discovered after student(s) have finished/submitted the examination, Supervising Invigilators shall follow the directions provided in [Article 71](#) below.
71. **Error(s) on Examination Paper Where Communication Prohibited:** Where other rules or restrictions prohibit communication regarding examination content with students, students who perceive there to be an error in regard to examination questions should be directed to document the perceived error on the front of the examination paper and otherwise be directed to attempt to answer, in the best possible way, the question as presented. An alternate Supervising Invigilator (i.e. who is not the instructor of the course) should ensure that the faculty member is made aware of the notations.
72. **Suspected Academic Misconduct During Examination:** Where academic misconduct is suspected, invigilators shall:
  - a. Take all necessary steps to preserve the integrity of the examination;
  - b. Where possible, and with the exception of suspected impersonation, permit the student to finish the examination;
  - c. Deal with suspected misconduct in a manner that minimizes disruption to other students;
  - d. In all cases of suspected academic misconduct, document the particulars of the circumstances and any actions taken, the names of all students allegedly involved and, if relevant, the names of students immediately situated around them;
  - e. In cases involving a student suspected of copying and/or communicating with another, direct student(s) to relocate seats;

- f. In cases involving the use of unauthorized aids or resources other than cellular telephones, confiscate the item(s); item(s) other than cellular telephones, confiscated from students during examinations shall be delivered up to faculty, who shall secure them, pending resolution of the matter pursuant to the policies and procedures established for academic misconduct;
  - g. In cases involving violation of these policies regarding cellular telephones, confiscate the cellular telephone:
    - i. Where a cellular telephone has been confiscated, the Supervising Invigilator shall, at the end of the examination period, require that the student to complete and sign “Confiscation of Cellular Telephone Form” (Appendix C). Upon completing the form, the cellular telephone shall be returned to the student;
    - ii. Where it is determined that the cellular telephone has been used as an unauthorized aid in the examination, disciplinary action shall be taken pursuant to the academic misconduct policy;
    - iii. Where it is determined that the cellular telephone was not used as an unauthorized aid in the examination but that it did cause a disruption in the examination, disciplinary action may be taken pursuant to the policy regarding non-academic misconduct (disruption of instructional activity);
  - h. In cases involving suspected impersonation of a student, where the Supervising Invigilator has reasonable and probable grounds to believe that the person is impersonating a student, the Supervising Invigilator shall contact Campus Security and have the person escorted from the examination room;
  - i. Where Supervising Invigilator is not the faculty member, deliver up documented information to faculty member and provide any further information when called upon during an investigation and/or misconduct hearing.
73. **Signing of Attendance Roster:** The Supervising Invigilator shall notify all students of the requirement to sign the attendance roster. While the attendance roster is used for the purpose of verifying attendance, it is recommended that it also be used to verify the “submission” of a completed examination. As such, where possible, students should be directed to sign the attendance roster upon the delivering up of all examination materials.
74. **Unscheduled Interruption of an Examination:** In the event of an unscheduled interruption during an examination, the following provisions apply:
- a. The physical safety of students and staff is primary. The Supervising Invigilator shall direct appropriate evacuation procedures to ensure student and staff safety.
  - b. All examination materials shall be left in the examination room during any evacuation. If time/circumstances permit, the examination room should be secured.
  - c. Subject to other rules or restrictions, the Supervising Invigilator has the authority to decide to resume the examination if he/she is satisfied that the integrity of the examination has not been compromised and if the unscheduled interruption is of short duration. Where examination resumes following an unscheduled interruption, the end-time of the examination shall be extended to compensate for the full extent of the interrupted period.

- d. If the unscheduled interruption results in the discontinuation of the examination, all examination materials will be considered void and all examination booklets will be returned to faculty to be destroyed without grading.

**Responsibilities of Assisting Invigilators**

75. The role of invigilators is to assist the Supervising Invigilator in safeguarding the integrity of the examination.
76. Invigilators shall be familiar with the examination regulations and shall follow direction of the Supervising Invigilator.

**Rescheduling of Examinations**

77. In the event of an examination cancellation caused by unscheduled interruption, technical failure, weather conditions, or any other cause, the faculty member, Program Chair and any other relevant College official(s), shall work together to devise an effective plan for the rescheduling of the examination.
78. With respect to final examinations, all efforts shall be made to ensure notification to students of the rescheduled examination date, time and location. Where possible and appropriate, this includes, but is not limited to, posting of information in departmental areas, announcements on course in Blackboard, email to students, and/or notification on the College website.

**Student Access to Examination Scripts**

79. Examination scripts are the property of the College. However, a student has the right to view his/her examination script and grade.
80. Subject to **Article 81**, where an examination during the semester is not reviewed by students in class and in the case of final examinations, the following rules apply to student access to examination scripts:
  - a. Students who wish to view an examination script should submit a request in writing to faculty in which the examination was administered, no later than seven (7) working days from the date in which the grade is released.
  - b. The supervision of the viewing of the examination script is the responsibility of faculty. Faculty shall keep a documented account of student inspection of examination script and any actions taken. Students shall be granted a maximum of thirty (30) minutes to inspect their examination. Students shall be provided with a copy of the examination script, the marking scheme/solutions and an examination review form (Appendix D).
  - c. Students shall complete the examination review form and identify any perceived errors of grading (such as a question, or part thereof, being missed or an error in totaling the paper) and/or request that the examination be remarked.
  - d. Faculty shall review the student's concerns and make a determination of the issue(s) within one (1) week of the inspection of the examination. Faculty shall notify the student of any decisions and/or changes with respect to examination grade.
  - e. A student may only inspect his/her paper once. If the student is still not satisfied with the result, the College grade appeal process may be used.

81. Where final examinations are invigilated by the Department of Continuing Education [pursuant to Article 15(a)], students shall direct requests for access to examination scripts through the Department of Continuing Education which shall oversee the review process outlined in Article 80.

**Supplemental Examinations**

82. No program or department shall have a policy allowing and/or requiring supplemental examinations. Unless otherwise prohibited, supplemental examinations may be granted at the discretion of faculty.

**Tutorial Testing**

83. The provisions of these regulations apply to Tutorial Testing.

**Admission Testing and PLAR Testing**

84. The provisions of these regulations which pertain to invigilation protocol and authority of the Supervising Invigilator apply to Admission Testing and PLAR Testing, with the following exception: production of identification for these tests is required by the test-taker at time of entry to examination. A test-taker who is unable to produce satisfactory proof of identification shall be refused entry into the examination.

**Invigilation of Third-Party Examination**

85. Where these regulations conflict or contradict the invigilation requirements of a third-party examination, the requirements of the third-party shall prevail.

86. Without limiting the foregoing, the provisions of these regulations which pertain to invigilation protocol and authority of the Supervising Invigilator apply to the invigilation of a third-party examination with the following exception: production of identification for these tests is required by the test-taker at time of entry to examination. A test-taker who is unable to produce satisfactory proof of identification shall be refused entry into the examination.

**Off-Site Invigilation**

87. The provisions of these regulations apply to all St. Clair College examinations whether conducted on-campus or off-site.

**Invigilation of St. Clair College Examination by Outside Invigilator**

88. Where a St. Clair College examination is to be invigilated by an Outside Invigilator on behalf of St. Clair College, the following provisions apply:
- a. Invigilation of a St. Clair College examination by an Outside Invigilator requires approval of the Program Chair or, in the case of courses administered through the Department of Continuing Education, the Manager of Continuing Education (hereinafter Chair/Manager);
  - b. The Outside Invigilator shall be approved by the Chair/Manager.
  - c. Request by student for Outside Invigilation must be made in writing (Appendix E).
  - d. The Chair/Manager is responsible for verifying the accuracy of information provided in any request Outside Invigilation and the suitability of the Outside Invigilator. An Outside Invigilator may be:
    - i. a professor, instructor, or full-time employee at a recognized public post secondary institution;

- ii. a full-time administrative or professional staff member of a public library, administrative or professional staff member of a public elementary or secondary school;
- iii. any other person pre-approved or approved by St. Clair College;
- e. St. Clair College reserves the right to refuse a requested Outside Invigilator, and require that the student submit an alternative outside invigilator.
- f. An Outside Invigilator may not be a friend, neighbour, co-worker, supervisor, family member, or relative of the student, and may not live at the same address as the student;
- g. The Chair/Manager shall ensure that the Outside Invigilator has a copy of the relevant parts of these Examination Regulations and is sufficiently familiar with the invigilation protocol for the purpose of safeguarding the integrity of the examination.
- h. Outside Invigilators shall not make copies of examinations or examination scripts and shall ensure that all examination materials are returned as required.

89. A fee may apply to the student requiring Outside Invigilation.

### **College Responsibility**

- 90. The College shall ensure that these regulations are effectively communicated to all full-time and part-time faculty/instructors.
- 91. The College shall ensure that IT Services is familiar with examination protocols and that direction is provided regarding the high-priority nature of any assistance sought by Supervising Invigilators during an electronic examination process.
- 92. The College shall ensure that Campus Security is familiar with examination protocols and that direction is provided in circumstances regarding requests by Supervising Invigilators for assistance either in the disruption of examination or by suspected impersonation during an examination.

### **Forms**

- 93. Where these regulations refer to the use of “forms” (i.e. attendance roster, “Student without Identification”, Examination Review, etc.), it is not necessary that the identical forms provided be used. Any documentation which provides, substantively, the information that ought to be contained in the form will be sufficient.

## **Appendix A**

### **“Request by Student for Deferral of Test/Examination”**

#### **Testing Regulations Form A**

Note: It is not necessary that the form provided be used. Any written notification (including request by email) which provides, substantively, the information that ought to be contained in the form will be sufficient for the purpose of meeting the “request in writing” requirement. “Signature” of student is satisfied in email notifications if the email is sent by the student’s College-issued (St. Clair College Email Address) account.

---

**Test Regulations: Request by Student for Deferral of Test/Examination**

***PART A: To be completed by student***

Student's Full Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Student's Telephone Number: \_\_\_\_\_

Course and Section Number: \_\_\_\_\_

Professor's Name: \_\_\_\_\_

Officially Scheduled Date and Time of Test/Exam: \_\_\_\_\_

**Basis for Deferral Request:**

- Medical Grounds
- Religious Grounds
- Compassionate Grounds
- Examination Schedule Conflict
- More than two final examinations scheduled on same calendar day

**Reason for Deferral Request** *(please provide information in support of your request; attach a separate sheet if you need more space)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List the documents you are providing to support your request:**

- I am not providing any other documents
- I have attached the following documents:
  - \_\_\_\_\_
  - \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date Provided to Professor: \_\_\_\_\_

***Part B: To be completed by Professor.***      Date: \_\_\_\_\_

- Request Approved
- Request Denied
  - Reason for Denial: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## **Appendix B (Form B1)**

### **“Student without Identification”**

#### **Testing Regulations Form B1**

- **This form is for use by invigilators who are full-time faculty or in any case where the student will be attending before the same invigilator to produce valid identification (within 3 working days).**
- **For Invigilators who will require the student to attend before someone else to produce identification, use Form 2.**

Note: it is not necessary that the form provided be used. Invigilator may require a student to complete a written declaration which provides, substantively, the information that ought to be contained in the form.

---

**Test Regulations: Student without Identification (Form B1)**

***To be completed by student***

**Student's Full Name:** \_\_\_\_\_

**Student's Date of Birth:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Student's Email Address:** \_\_\_\_\_

**Student's Telephone Number:** \_\_\_\_\_

**Course and Section Number:** \_\_\_\_\_

**Professor's Name:** \_\_\_\_\_

**Supervising Invigilator:** \_\_\_\_\_

**Date and Time of Test/Exam:** \_\_\_\_\_

**I (Student Name) \_\_\_\_\_ agree to attend before (Invigilator Name) \_\_\_\_\_ for the purpose of providing proof of identification as follows:**

- **Date:** \_\_\_\_\_ (*must be within 3 working days*)
- **Time:** \_\_\_\_\_
- **Location:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

✂-----

**Student's Copy:**

**Appointment to Produce Proof of Identification:**

- **Invigilator:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Time:** \_\_\_\_\_
- **Location:** \_\_\_\_\_

**Proof of Identification includes a** valid St. Clair College student card (with photograph) or government-issued identification which contains both photograph and signature (i.e. Canadian citizenship or passport, Ontario driver's licence).

*Failure to provide proof of identification as required may result in a grade of "O" on the test/examination.*

## **Appendix B (Form 2)**

### **“Student without Identification”**

#### **Testing Regulations Form B2**

- **This form is for use by invigilators who will not be available to meet with student within 3 working days of examination date for the purpose of validating identity (i.e. part-time faculty).**
- **Procedure:**
  - **Invigilator should know in advance what arrangements should be made in the event of a student without ID (i.e. where student should be directed (the “third party”, the hours of that office’s operation, etc.)**
    - **The “third party” should be made aware that student(s) will be attending for verification of ID purposes**
  - **When student attends to produce identification to that third party (i.e. not the Invigilator), that third party will be required to take clear copies of the student’s identification (which will contain both photograph and signature)**
  - **Third party will forward copies to Invigilator to verify that the identification produced belongs to the same person who wrote the exam**

Note: it is not necessary that the form provided be used. Invigilator may require a student to complete a written declaration which provides, substantively, the information that ought to be contained in the form.

---

**Test Regulations: Student without Identification (Form B2)**

***To be completed by student***

**Student's Full Name:** \_\_\_\_\_

**Student's Date of Birth:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Student's Email Address:** \_\_\_\_\_

**Student's Telephone Number:** \_\_\_\_\_

**Course and Section Number:** \_\_\_\_\_

**Professor's Name:** \_\_\_\_\_

**Supervising Invigilator:** \_\_\_\_\_

**Date and Time of Test/Exam:** \_\_\_\_\_

I (Student Name) \_\_\_\_\_ **agree to attend before** (Office) \_\_\_\_\_ **for the purpose of providing proof of identification as follows:**

- **Date:** \_\_\_\_\_ (*must be within 3 working days*)
- **Time:** \_\_\_\_\_
- **Location:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

✂-----

**Student's Copy:**

**Appointment to Produce Proof of Identification:**

- **Name/Office:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Time:** \_\_\_\_\_
- **Location:** \_\_\_\_\_

**Proof of Identification includes a** valid St. Clair College student card (with photograph) or government-issued identification which contains both photograph and signature (i.e. Canadian citizenship or passport, Ontario driver's licence).

*Failure to provide proof of identification as required may result in a grade of "O" on the test/examination.*

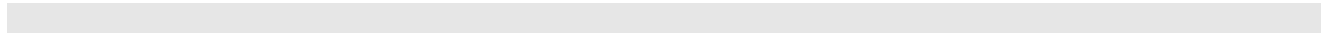
## **Appendix C**

### **“Confiscation of Cellular Telephone”**

#### **Examination Regulations Form C**

Note: it is not necessary that the form provided be used. Invigilator may require a student to complete a written declaration which provides, substantively, the information that ought to be contained in the form.

This form acknowledges only that the cellular telephone was confiscated during the examination and then returned to student. While issues pertaining to cellular telephones in examinations may constitute violation of college policies and regulations, the signing of the form is not in and of itself admission of policy/regulation violation.



**Test Regulations: Confiscation of Cellular Telephone (Form C)**

***To be completed by student***

**Student's Full Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Student's Email Address:** \_\_\_\_\_

**Student's Telephone Number:** \_\_\_\_\_

**Course and Section Number:** \_\_\_\_\_

**Professor's Name:** \_\_\_\_\_

**Invigilator:** \_\_\_\_\_

**Date and Time of Test/Exam:** \_\_\_\_\_

**I (*Student Name*) \_\_\_\_\_ acknowledge that my cellular telephone was confiscated by the Invigilator at the above examination. I further acknowledge that the said cellular telephone has been returned to me.**

**Student's Signature:** \_\_\_\_\_

Invigilator's Notes
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

***This form is to be retained by the Invigilator (and provided to Professor).***

## **Appendix D**

### **“Examination Review by Student”**

### **Examination Regulations Form D**

Note: It is not necessary that the form provided be used. Faculty may require a student to complete a written declaration which provides, substantively, the information that ought to be contained in the form.

---

**Test Regulations: Request by Student to Review Examination (Form D)**

***PART A: To be completed by student***

**Student's Full Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Student's Email Address:** \_\_\_\_\_

**Student's Telephone Number:** \_\_\_\_\_

**Course and Section Number:** \_\_\_\_\_

**Professor's Name:** \_\_\_\_\_

**Date of Review of Examination by Student:** \_\_\_\_\_

**Person present during review:** \_\_\_\_\_

**I have reviewed a copy of my examination script and the marking guide:**

- I do not request any re-grading
- I request re-grading of this test/examination

**Reason for Request** *(please provide information in support of your request; attach a separate sheet if you need more space)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_

***Part B: To be completed by Professor.***

**Date of re-grading:** \_\_\_\_\_

**Results of re-grading:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of notification to student of re-grading results:** \_\_\_\_\_

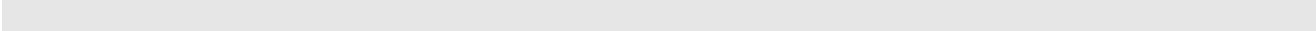
*(Re-marking of test should be conducted within one (1) week of student's review/request)*

## **Appendix E**

### **“Request for Outside Invigilator”**

### **Examination Regulations Form E**

Note: It is not necessary that the form provided be used. Any written notification (including request by email) which provides, substantively, the information that ought to be contained in the form will be sufficient for the purpose of meeting the “request in writing” requirement. “Signature” of student is satisfied in email notifications if the email is sent by the student’s College-issued (St. Clair College Email Address) account.



**Test Regulations: Request for Outside Invigilator (Form E)**

**Student's Full Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Student's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Student's Telephone Number:** \_\_\_\_\_

**Student's Email Address:** \_\_\_\_\_

**Course and Section Number:** \_\_\_\_\_

**Professor's Name:** \_\_\_\_\_

**Requested Date and Time of Examination:** \_\_\_\_\_

**Reason for Request for Outside Invigilator** *(please provide information in support of your request; attach a separate sheet if you need more space)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Outside Invigilator Information:**

**Invigilator's Full Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City, Province, Postal Code:** \_\_\_\_\_

**Area Code and Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**By signing this request, I verify that the Outside Invigilator identified above is not my friend, neighbour, co-worker, supervisor, family member or relative, and does not live at the same address as me.**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_