



## Memorandum

**To:** All Instructors  
**CC:** All Invigilators, Chairs and Directors  
**From:** Professor Mark Schmuckler, Vice-Dean, Undergraduate  
**Date:** November 6, 2013  
**Subject:** Final Exam Regulations and Responsibilities of Instructors and Invigilators

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As the final exam period for the Fall 2013 session approaches, I am writing to remind you of the UTSC final exam regulations and the responsibilities of instructors and invigilators. Please note that certain exam practices outlined in this memorandum are unique to UTSC. Further guidance on the conduct of exams can be found in the *Guidelines and Best Practices for the Conducting of Exams*. A video outlining our exam procedures can be found on the Dean's website at:

<http://www.utsc.utoronto.ca/~vpdean/resource.html>.

1. Course instructors must submit a copy of their final exam(s) to the departmental office at least 5 working days prior to the scheduled date of the exam.
2. Course instructors **MUST** be present at the exam unless their absence is approved by the Chair/Director. Instructors must also visit rooms where students are writing exams under the supervision of *AccessAbility Services*.
3. There must be at least two invigilators - one male and one female - present in every exam room with 50 or fewer students. One additional invigilator, (either male or female) is required for every additional 50 students. Responsibility for the securing of invigilators lies with the academic units.
4. Instructors and invigilators are expected to arrive at the examination room at least 20 minutes prior to the start of the exam to facilitate exam set up.
5. No persons will be allowed in an exam room during an exam except the candidates writing the exam, those supervising it, and, periodically, members of the Exam Support Team.
6. Students are generally not permitted to enter an examination room later than **fifteen (15) minutes** after the commencement of the examination, nor permitted to leave the exam room, except under supervision, until at least **one half (½) hour** after the examination has commenced.<sup>1</sup> Candidates are not permitted to leave the exam room within the final 10 minutes of an exam. At the final 10 minutes mark, announce that all students must remain seated until exam papers are collected.
7. Candidates are required to identify themselves at examinations by means of their University of Toronto photo identification cards (T-Cards). These should be placed on the top right-hand-corner of the candidate's desk.
8. Examination Candidate forms are used to account for the attendance of students at the exam. These forms are included in the exam materials package, prepared by the departmental office for each examination, and should be distributed to students with the exam papers. During the exam, instructors/invigilators must check each student's ID, verify the candidate against the T-Card, and have him/her sign the form, each exam booklet and the scantron sheet (if any) in ink.

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<sup>1</sup> For more information, see section IV of the *Guidelines and Best Practices for the Conducting of Exams*.

9. No materials or electronic devices may be used at an examination except those authorized by the instructor. If the instructor has permitted the use of any aids, it should be explicitly stated on the front page of the exam that only those approved aids may be on the desks.<sup>2</sup>
10. Paper coffee cups, plastic water bottles with labels, pencil cases, and cell/smart phones are not permitted on exam room desks. Students wearing peaked caps must remove them prior to sitting down to write their exams.<sup>3</sup>
11. Candidates must not communicate with one another in any manner whatsoever while an exam is in progress.
12. For guidance in dealing with suspicious behaviour or suspected cheating during exams see section V of the *Guidelines and Best Practices for the Conducting of Exams*.

**If you experience problems or have questions regarding examination procedures please contact the Exam Support Team at (416) 287-7534.**

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<sup>2</sup> For more information, see section V of the *Guidelines and Best Practices for the Conducting of Exams*.

<sup>3</sup> Except when it is required to manage a medical condition like diabetes, students should be discouraged from eating during an examination.