Checklist for Preparing Term Tests - Instructor

Preparing for the Exam

☐ Create the exam cover page
☐ finalize the exam
☐ create alternative version(s) of the exam and complete all forms required by Accessibility

The following must be included on all exam cover pages:

The University of Toronto's Code of Behaviour on Academic Matters applies to all University of Toronto Scarborough students. The Code prohibits all forms of academic dishonesty including, but not limited to, cheating, plagiarism, and the use of unauthorized aids. Students violating the Code may be subject to penalties up to and including suspension or expulsion from the University.

At least 5 business days before the exam date:
☐ finalize the exam
☐ create alternative version(s) of the exam and complete all forms required by Accessibility

At least 3 business days before the exam date:
☐ request from Gloria Luza (Office Assistant) required amount of scantrons, candidate forms, and booklets, as needed
☐ request Academic Printing to print required number (enrolment #) of exams
☐ exams must be printed on campus
☐ contact Lulu Yang (Financial Officer) for teaching account numbers
☐ cc’ Gloria Luza (Office Assistant) and Rob Strowbridge (Printing Operator) when submitting the exam for printing

At least 1 business day before the exam date:
☐ contact invigilators with instructions on where and when to meet
☐ pick-up exam from Academic Printing
☐ check all materials during business hours so that if additional copies/materials are required, they can be obtained in time
☐ count, sort, then store exams in a locked cabinet

On the day of the exam, you should have:
☐ [1-2] large envelope(s) for Scantron submission
☐ [1-2] cover page(s) for Scantron submission
☐ [4-5] “Exam Incident Report” forms
☐ [4-5] “Possession of an Unauthorized Electronic Device” forms
☐ [enrolment#] exam booklets
☐ [enrolment# + extra] candidate forms
☐ [enrolment# + extra] Scantrons
☐ [enrolment#/desired amount per student] written booklets
Checklist for Conducting Term Tests – Instructor, Head TA/Invigilator

Setting up for the Exam

☐ arrive 20 minutes early, unless a class or exam is scheduled before
☐ place 1 candidate form and Scantron and [desired number per student] written booklets every other seat
  (unless explicitly stated to place at every seat)
  o DO NOT hand out the exam before students are seated
☐ set up a timer by logging in (your own utorID) on the podium and visiting http://uofttimer.com/
☐ guard the exams when students enter the room, 5 minutes before official exam start time
☐ hand out exam after everyone is seated, face down
  o if someone enters while the exam is being handed out, have them wait until the last exam is handed out, then escort them to a seat and give them their exam

Announcements:

☐ place all unauthorized aids in your bags at the front, back or side of the room
☐ you may request a plastic bag if you wish to keep your phone/small personal belongings under your seat
☐ fill out your name and student number on Scantron, written booklet, first page of exam booklet & every page of written portion of exam booklet
☐ write version code on top right corner of Scantron
☐ do not sign candidate form until invigilators come around to collect them
☐ if you finish your exam before the end time, please remain seated and raise your hand so that an invigilator can collect your materials
☐ do not place Scantron in exam or booklet when handing in
☐ [10 minutes before end of exam] please remain seated until the end of the exam

During the Exam

☐ instructors must be present, and visit every exam room at least once
  ☐ if instructors cannot be present, notify Nina Dhir (Administrative Assistant) and assign a head TA
☐ carefully observe student monitoring for signs of cheating
  o only one invigilator should be out of the room at a time
☐ if a student enters 20 minutes late into an exam, fill out an Exam Incident Report and refuse entrance
☐ 20 minutes into exam, collect candidate forms and check photo IDs
  o acceptable photo IDs include: TCARD, driver’s license, health card, and passport
  ☐ No ID? Make a note on candidate form, keep it separate, and fill out an Exam Incident Report.
    o notify the student that they must contact their professor within 24 hours to set up a time to show ID, or the their grade will be withheld
☐ student should remain seated until invigilators collect all exam materials from the student
☐ ensure all exam materials have student identification (Last Name, First Name, and Student Number) and that version codes are included
☐ [10 minutes before end of exam] all remaining students should stay seated until invigilators collect all exam booklets, Scantrons, and written booklets at the end of the exam time
☐ before leaving the room, ensure that # used exam booklets = # used Scantrons = # signed candidate forms
  and that you have all unused exam booklets