

Office of the Dean and Vice-Principal (Academic): Guidelines and Best Practices for the Conducting of Exams

NOTE: Certain exam practices outlined in this document are unique to UTSC.

A well-conducted examination is the best defense against cheating. Please inform your students that you expect honest behaviour and such behaviour is important for fairness, for their own learning, and for the value of their University degree. A video outlining our exam procedures can be found on the Dean's website at: <http://www.utsc.utoronto.ca/~vpdean/resource.html>.

I Exam Question Papers

Instructors are required to submit a copy of their final exam(s) to the departmental office at least five working days prior to the scheduled date of the exam.

II Exam Incident Report

Exam Incident Report forms are included in the exam materials package, prepared by the departmental office for each examination. Extra copies are available from your departmental office, or can be downloaded from the Office of the Dean website at <http://www.utsc.utoronto.ca/~vpdean/resource.html>. They must be used to record any irregularities during the exam and should be sent, along with any confiscated material, to your departmental office as soon as possible.

III Invigilation

1. Instructors **MUST** be present at their exam(s), unless their absence has been approved by the Chair/Director (*Academic Handbook*, V.9). Instructors who are unable to be present should work with their departmental office to find an appropriate replacement.
2. There must be at least two invigilators - one male and one female - present in every exam room with 50 or fewer students. It is necessary to have one male and one female invigilator in order to accommodate student requests to visit the washroom during an exam. In addition, it may be necessary to have a female invigilator to help with the identification of students wearing veils or burkas. As a general rule of thumb, one additional invigilator is required for every additional 50 students.
3. Responsibility for securing invigilators lies with the academic units. For exams being held in one room, the instructor may be counted as one of the invigilators, but where exams are held in more than one room, the instructor should not be counted as an invigilator. Where multiple exams are held in one exam room, academic units can collaborate to provide invigilators.
4. Instructors and invigilators are expected to arrive at the examination room at least 20 minutes prior to the start of the exam to set up. Note that larger classes will likely require a longer set up time.

Best Practice: In a class period before the exams advise students to arrive for the exam at least 20 minutes before the scheduled examination time, and remind them that they are required to identify themselves by means of their University of Toronto photo identification cards (T-card). Instructors/Invigilators are expected to begin the actual examination at the scheduled time.

5. Instructors and invigilators should circulate around the room frequently and pay attention at all times. **Do not read or mark papers while invigilating.** Instructors are also required to visit rooms where students are writing the examination under the supervision of AccessAbility Services.

IV Seating Students and Taking Attendance

1. Bags and books are to be deposited in areas designated by the instructor/invigilator and are not to be taken to the student's examination table. Students may leave their valuables, closed, on the floor underneath their chairs.
2. Instructors/invigilators have the authority to assign seats to students. Using numbered cards to assign seats in a random fashion, and spacing students in alternate seats helps to disrupt both planned and unplanned cheating. If students seem bunched together, ask them to change seats before the exam begins.
3. When checking students against their University of Toronto photo identification cards, where a student wears a face veil or burka:
 - If the instructor is able and willing to vouch for the student, no special action need take place.
 - If the instructor is unable or unwilling to vouch for the student a female invigilator should escort the student to a private area outside of the examination room and ask the student to remove her veil so she can be identified.
4. If a student does not bring his/her University of Toronto photo identification card (T-card) to the examination, request another form of photo identification, report the matter on an Exam Incident Report form, and clearly note the matter on the student's Examination Candidate form. If a student does not bring **any** form of photo identification to the examination, report the matter on an Exam Incident Report form, clearly note the matter on the student's Examination Candidate form (please ensure the student signs the Examination Candidate form), and inform the student that **s/he must report to his/her instructor with his/her T-card within 24 hours of the exam or it will not be marked.** Instructors should ask the student to re-sign his/her examination candidate form, and is responsible for verifying the student's signature.
5. Signed Examination Candidate forms must be collected at some point during the exam (e.g. at the time of signature), with the exam booklets at the end of the exam, or at any time the student leaves the examination room with no intention of returning. Instructors/invigilators must count the number of Examination Candidate forms and the number of exam papers completed/booklets used at the end of the examination – these numbers should tally.
6. In general, students will not be 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. Students are advised that if they arrive at an examination room more than fifteen minutes after the exam has commenced, they generally will not be permitted to enter. Although you are encouraged to use your own discretion in this matter, under no circumstances should students arriving late for an examination be permitted to enter the exam room after students already in the exam have been permitted to leave. Students arriving late for an examination should be deemed as **“failed-to-appear”** for that examination, and should **request a deferred examination.**

V Unauthorized Exam Aids, Suspicious Behaviour and Suspected Cheating

1. It is an academic offence for a student to bring unauthorized materials and/or electronic devices into an exam whether the student uses them or not. Students who bring any unauthorized materials or electronic devices into an examination room, or who assist, or obtain assistance from other students or from an unauthorized source, are liable to penalties under the *Code of Behaviour on Academic Matters*, including the loss of academic credit for the course, suspension, or expulsion from the University.

Best Practice: In a class period before the exams advise students of the regulations prohibiting unauthorized material and electronic devices. Approximately five minutes prior to the start of the examination, remind students of the prohibitions regarding unauthorized material and electronic devices. If you are permitting any aids please inform students of this in a class period before the exams.

2. Unauthorized materials include but are not limited to: books, class notes and aid sheets. Confiscate and retain any unauthorized materials being used by a student, report the incident on an Exam Incident Report form, and clearly note on the student's exam paper/booklet(s) the portions of the exams completed up to that point. If notes are being passed between students complete the steps outlined above and relocate the students in the room.
3. Unauthorized electronic devices include but are not limited to: cell/smart phones, all computers including tablets (e.g. iPad), programmable calculators, MP3 players (e.g. iPod), electronic dictionaries and pagers. If you observe an unauthorized electronic device on a student's desk or person, confiscate it for the duration of the examination and complete a Possession of Unauthorized Electronic Device form. If, in addition, you observe the student using the device, also complete an Exam Incident Report form. In both cases, clearly note on the student's exam paper/booklet(s) the portions of the exam completed up to that point. The student should then be allowed to complete the exam. Do not peruse the contents of the device, but make note of any information readily visible (if possible take a photograph of the device). The electronic device must be returned to the student at the end of the exam, but before handing it over, ensure that the student signs the Possession of an Unauthorized Electronic Device form.
4. Do not hesitate to move a student whose behaviour is suspicious.
5. Confiscated material, together with the exam paper, must be submitted to the departmental office along with the Exam Incident Report form.

VI Students Leaving the Exam Room

1. Students who ask to pray during an examination should be provided with a quiet place either in the exam room or just outside it for this purpose. Students who leave the exam room must be escorted. It should be noted that students choosing to pray will not be given extra time to write their exam.
2. For students who wish to leave the exam early, either due to illness or for other reasons, and have no intention of returning the examiner/invigilator is required to:
 - a. ensure the student has signed their Examination Candidate form;
 - b. ensure the student has signed all examination booklets;
 - c. collect the student's exam paper and note the time of departure on it; and
 - d. in cases where the student is leaving due to illness, instructors/invigilators should report the matter on an Exam Incident Report form, clearly noting any symptoms the

student displays, and **advise the student to visit either the Health and Wellness Centre or another practitioner to have a Verification of Student Illness or Injury form completed.** This form is required as supporting documentation for a petition to request a deferred examination. Procedures for petitioning for a deferred examination can be found on the Registrar's Office website.

Note: any student asking to leave an exam due to illness, but expressing a desire to return, must be attended by an instructor/invigilator/member of the Exam Support Team for the entirety of the time they are absent from the exam room.

3. Students who ask to visit the bathroom during an examination must be escorted. Ensure their exam is left closed on the desk or pick it up until the student returns. Students must not take cell/smart phones, electronic aids, or other material into the washroom with them.
4. Students should not be permitted to leave the exam room in the final 10 minutes of the examination.

VII At the End of the Exam

1. Five (5) minutes prior to the end of the examination, remind students to sign all of their exam booklets and scantron sheets (if any).
2. All exam writing should cease immediately.
3. Students must not leave the exam room with any exam booklets, used or unused.
4. If the exam room is being shared with another course whose students are still writing, instructors or TAs should not return term tests or assignments to students at the conclusion of an exam.
5. Please clear the examination room as expeditiously as possible once the examination is over. When you leave, take all exam materials with you, excluding unused exam booklets – these are to be left in the boxes at the front of the classroom; Facilities Management is responsible for their removal at the end of the examination period. Note that UTSC is not responsible for personal property left in the exam rooms.

VIII Exams Held in the Instructional Centre (IC)

1. Instructors will be given electronic access to the exam classrooms via swipe access cards or fobs. If you do not have an access card or fob, please inform your departmental office so that arrangements can be made.
2. Departmental offices will distribute exam booklets to instructors. Please do not leave unused booklets in the classrooms at the end of your exam, and ensure all doors are closed and locked when you exit.

Emergency Contact Information:

If you encounter any problems the Exam Support Team can be reached at **(416 287-7534)** throughout the exam period. The Team leader will work to resolve your problem quickly and efficiently.