



Checklist for Preparing Term Tests - Instructor

Preparing for the Exam

- Create the exam cover page
 - course code & section number
 - instructor name
 - exam date & start time
 - duration
 - exam location
 - number of pages
 - aids allowed
 - *Code of Behaviour on Academic Matters* info box

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