



EXAMINATION PROCEDURES - DUTIES OF CHIEF PROCTORS

DUTIES OF CHIEF PROCTOR [COURSE INSTRUCTOR]

For Examinations scheduled at mid-year or year's end by the Registrar.

(From: S 3648, S 00-256. Senate Agenda 20 January 2006, with modifications for unique Huron Circumstances)

The Chief Proctor [Course Instructor] shall be responsible for the conduct of examinations in the examination room.

To this end, for the start of the exam the Chief Proctor shall:

1. Be familiar with the instructions for candidates regarding conduct.
2. Be at the examination room 30 minutes before the start of the examination to receive the sealed examination package from the Exam Administration Officer [see below] or a representative of the Registrar's Office.
3. Verify the contents of the examination package (i.e. examination papers, nominal rolls, information for Proctors). [Any discrepancies are to be reported immediately to the Office of the Registrar.]
4. Make the announcement of Instructions outside the exam room prior to students' being admitted.
5. Make the announcement of "Instructions for Students After Entering the Examination Room."
6. Inform all candidates regarding any special instructions related to the examinations being written and the procedure to be followed at the end of the examination. No student may leave the examination room during the last fifteen minutes of the examination.
7. Collect signatures on the nominal roll and check the I.D. card of each student during the first 30 minutes of the examination.
8. If a student does not have her/his ID card, she/he must complete the ID Info Sheet and the Chief Proctor will record this on the nominal roll and return the ID Info Sheet to the Registrar's Office when completed. The Registrar's Office will advise the Department Chair or Dean of any concerns.
9. Record the name and student number of any student who arrives more than 30 minutes late for an exam (such students will not write the exam at that time and must be referred to the Academic Counsellors) and forward this information to Academic Counselling, with a copy to the FASS Assistants.
10. Ensure that all persons supervising the exam are giving their undivided attention to students.

If a student becomes ill during an examination:

The Chief Proctor should take such actions as may be appropriate and should note the circumstances and other relevant details on the student's examination booklet.

If a student is suspected of cheating during an examination:

1. The Chief Proctor should document the incident as fully as possible, including the name and seating location of students writing in the immediate vicinity, the time at which the incident occurred, and a description of the behaviour observed.
2. At the conclusion of the examination, the Chief Proctor should secure any evidence bearing upon the suspected behaviour as may be available, and should report the matter to the Office of the Dean.

If there is a fire alarm, loss of power or other emergency during an examination:

1. If the examination has not yet started, the decision about whether or not to cancel the exam rests with the Registrar. [If there is only a short delay, it may be possible to start the examination once it is safe to re-enter the building.]
2. The Chief Proctor should contact the Registrar (or designate) via the Information Desk staff.
3. The Chief Proctor must determine how much additional time should be granted the students if it is decided to go ahead with the exam.
4. If the delay lasts longer than one hour, it is recommended that the examination be cancelled.
5. If students have seen the examination, the examination should be cancelled and students advised that they should consult Academic Counselling about the makeup exam. However, any examinations already submitted will normally be graded.

At the conclusion of the examination, the Chief Proctor is responsible for:

1. The orderly conduct of the students during the collection of booklets.
2. The sorting and (where necessary) distribution of all completed examination booklets in the examination room. (Chief Proctors must verify receipt of booklets by signing the nominal roll.)
3. The delivery of verified nominal rolls to the Department Chair, or (for non-department courses) the Dean's Office, following the examination.

DUTIES OF ASSISTANT [HIRED] PROCTORS

The Assistant Proctors will be responsible to the Chief Proctor for:

1. Arriving at the examination room 30 minutes before the start of the examination.
2. Familiarizing themselves with instructions for student conduct.
3. Performing those duties assigned by the Chief Proctor.

4. Collecting the completed examination booklets at the conclusion of the examination [Candidates will remain seated until a Proctor has collected their completed examination booklets. Candidates who leave the room and neglect to sign their name and submit their completed booklets to the Proctor will be considered as not having written the examination.]
5. Verifying receipt of completed booklets by signing the nominal roll.
6. Collecting the unused booklets and returning them to a neat stack in the secure Proctor room.
7. Giving undivided attention to students during the exam.

The Chief Proctor is responsible for attending the examination in person and remaining for the duration of the examination. When the Chief Proctor is unable to attend their examination in person, they are responsible for securing an academic colleague, preferably from the same Department, to attend the examination as a substitute. In the event of the unplanned and/or unannounced absence of the Chief Proctor, the Assistant Proctor will assume the responsibilities of the Chief Proctor. Any such occurrence will be reported to the Registrar, who will inform the Dean.

DUTIES OF EXAM ADMINISTRATION OFFICER

1. Signing out keys.
2. Unlocking hallways in the West Wing second floor.
3. Collecting exam papers from Registrar's Office.
4. Providing exam booklets, scantron sheets &c.

Instructions for Students Before Entering Examination Room

1. Turn off all cell phones and leave them with your other personal items at the front/back of the room.
2. You must have your Western ID card. Please place it on your exam desk when you sit down.
3. There is to be no talking once you enter the exam room.
4. This is the _____ (course name(s) & number(s) exam(s)).
5. Enter the exam room quietly, leave your books, backpacks, personal items at the front/back of the exam room. Do not turn your exam over and do not start until instructed to do so.
6. You cannot bring food into the exam room. You may bring a water bottle.

Instructions for Students After Entering Examination Room

1. You must have your Western ID card on your desk.
2. All cell phones and electronic devices must be left at the front/back of the room with your other personal items.
3. You should only have your pens/pencils on your desk top along with exam materials.
4. You may not leave the exam during the first 30 minutes or during the final 15 minutes of the exam.
5. If you need to use the washroom, you may do so, one person at a time, escorted by a proctor.
6. When you have finished your exam, raise your hand and the proctor will come to you – do not leave your desk until your paper has been collected.
7. All answers and rough work are to be recorded on the examination papers provided and all examination papers must be handed in. You may not remove any pages of the examination from the room.
8. You must not leave this floor /room during the examination. The doors to this floor are locked and you cannot return. If you leave, your examination is over.

Huron University College
CONDUCT OF EXAMINATIONS

INSTRUCTIONS FOR CANDIDATES:

1. Candidates are responsible for arriving at the examination room on time with adequate supplies (pens, pencils, erasers, calculators, current UWO I.D. card) and may be admitted five minutes before the beginning of the examination. Upon entering the examination room, candidates will refrain from talking to or communicating with other candidates. Candidates will read any posted instructions concerning seating and other arrangements within the examination room. Candidates must place their I.D. card on the left corner of the desk.
2. No candidate may leave the examination room during the first thirty minutes of the examination.
3. Candidates must sign the nominal roll which will be circulated by the proctor during the first thirty minutes of the examination.
4. Candidates arriving later than thirty minutes after the commencement of the examination will not be allowed to write the examination. Under such circumstances, candidates should advise the Proctor of their situation and then proceed to the Office of the Associate Dean or Academic Counselling for instructions. In the case of evening or Saturday examinations, candidates must proceed to the Office of the Associate Dean or Academic Counselling for instructions the next business day.
5. Candidates prevented from writing an examination by circumstances such as illness or death in the family shall submit a written petition to the Associate Dean or Academic Counselling. A petition made because of illness should be accompanied by a medical certificate stating the time and duration of the illness; a petition for other reasons normally should be supported by evidence from a professional acquainted with the circumstances.
6. Candidates are forbidden to give information to, or receive it from, any candidate or person other than an examination proctor, during the examination.
7. Candidates will not make use of any books, notes, diagrams, communication equipment or other aids unless authorized by the examiner, such authorization being stated clearly on the question paper. Candidates who bring any unauthorized notes, books, communication equipment or other aids into the examination room must leave them in an area designated by the Proctor.
8. Smoking is not permitted in the examination room.

9. In the case of an emergency, candidates will be permitted to leave and re-enter the examination room only if accompanied by a Proctor. Candidates may be granted permission to move to another available seat if they can provide a legitimate reason.
10. Candidates are responsible for ensuring that they receive the proper question paper.
11. Candidates will use only the approved answer form (question paper, markex card, or answer booklet) supplied. When answer booklets are employed, candidates will use them even for rough work and will not write on any other paper. Pages will not be removed from answer books. Candidates must keep all papers on their desk.
12. Candidates who require additional answer books during the examination will not leave their seat but will attract the attention of the Proctor by raising a hand.
13. Any suspected irregularities in the question paper or any unusual distractions in the vicinity of the candidates should be brought to the attention of the Proctor.
14. Upon completion of the examination, candidates will ensure that their student number, name, course number, book number and total number of books, and the name of the instructor are lettered legibly on all answer books. If more than one book has been used, they should be numbered consecutively and placed inside book one. No answer books or parts of answer books will be taken from the examination room.
15. Candidates will not be allowed to leave the examination room during the last 15 minutes. Under no circumstances, including late arrival, will the time beyond the designated period be extended.
16. At the conclusion of the examination, candidates will remain seated until a Proctor has collected their completed examination booklets. Candidates who leave the room and neglect to sign their name and submit their completed booklets to the Proctor will be considered as not having written the examination.