

Faculty of Management

Revised Exam Invigilation Policy (for regular on-site examinations)

This policy is meant to ensure the fair and consistent invigilation of exams and to provide invigilators and students with guidelines for recommended procedures. Failure to follow the recommended invigilation procedures does not justify or excuse breaches of academic integrity regulations.

A copy of the Invigilation Policy should be provided to all faculty members and relevant administrative staff. It should be available to students on the Faculty of Management website.

Policy Statement:

1. Regular on-site exams in any course in the Faculty of Management (both graduate and undergraduate) must have a minimum of two invigilators if:
 - a. The examination is worth at least 20% of the overall course grade; or
 - b. The duration of the examination is a minimum of 30 minutes.
2. If a course has a teaching assistant (TA), the TA should be asked to co-invigilate the exam with the professor.
3. If a course does not have a TA, or if the regular TA is unavailable, the professor should advise the respective program office, or School, at least two weeks before the exam, of the need for additional invigilator(s). In such a case, it will be the responsibility of the program office, or School, to supply the required invigilator(s).

Responsibilities of Invigilators:

The responsibilities of invigilators are:

1. To deter cheating.
2. To identify any student caught cheating.
3. To answer procedural questions posed by the students.

Recommended Procedures for Invigilators:

1. When possible, the two invigilators should be of different genders. The invigilators should conduct a check of nearby washrooms prior to the start of the exam to ensure no notes are concealed anywhere within.
2. If a student has to use the washroom, one of the invigilators must accompany the student to and from the washroom. The invigilator should also check the washroom cubicle before the student enters it. Invigilators should note how many times a student visits the washroom during an exam.
3. Unless specifically authorized, students must not bring any books, papers or electronic devices into the examination room. Desks must be clear of all material other than examination material throughout the exam. If students bring a backpack, cellphones, hat, or papers into the examination room, they must be left at the front of the room.

4. If exams for multi-section classes are written at different times or on different days, the exams must be significantly different. Identical exams cannot be used.
5. Invigilators should keep a “seating plan,” noting where students are sitting during an exam. If possible, invigilators should randomize seating so that friends are not sitting together.
6. Invigilators must ensure that there is ABSOLUTELY NO TALKING during any examination.
7. Except in extraordinary circumstances, students should not be allowed to leave the room during an examination.
8. Students must be asked to produce a valid Dalhousie University identification card before or during the examination. Failure to produce such identification when requested is sufficient reason for dismissal from the examination or the withholding of the final grade until identification is verified.
9. Invigilators must not read or do other work during an exam. Their role is to observe, and their full attention should be devoted to this task. Invigilators should circulate frequently OR one invigilator should be stationed at the back of the classroom while the other(s) circulates. Invigilators must move in a quiet manner so as not to disturb the students.
10. If calculators are permitted, the invigilators must check them and the cases in which they are carried for unauthorized notes.
11. If an invigilator catches a student cheating (either by using unauthorized notes, speaking to another student, copying from another student, or through some other method), the invigilator must verify the student’s identity. In the event that a student is caught and does not have picture ID, the invigilator may use a mobile phone to take the student’s picture.
12. If an invigilator catches a student cheating during an exam, the invigilator should confiscate the student’s examination paper, draw a line through it, and issue the student a fresh exam paper. The student should be allowed to finish writing the exam. A report of the incident along with the original examination paper should be sent to the Academic Integrity officer.
13. As students leave the room, they should be asked to sign an examination sign-out sheet.

Recommended Procedures for Students:

1. Unless specifically authorized, students must not bring any books, papers or electronic devices into the examination room. Desks should be clear of all material other than examination material throughout the exam. If students bring a backpack, cellphones, hat, or papers into the examination room, they must be left at the front of the room.
2. Students may be assigned seating in the exam room.
3. Students must not talk during an exam.
4. Students must not leave the room during an exam, other than to visit the washroom. If students go to the washroom during an exam, they will be accompanied to and from the washroom by an invigilator, and the invigilator may also check the washroom cubicle.

5. Students must provide valid Dalhousie ID to verify their identity. Failure to produce such identification when requested is sufficient reason for dismissal from the examination or the withholding of the final grade until identification is verified.
6. If calculators are permitted, the invigilators must check them and the cases in which they are carried for unauthorized notes.
7. If an invigilator catches a student cheating (either by using unauthorized notes, speaking to another student, copying from another student, or through some other method), the invigilator must verify the student's identity. In the event that a student is caught and does not have picture ID, the invigilator may use a mobile phone to take the student's picture.
8. If an invigilator catches a student cheating during an exam, the invigilator will confiscate the student's examination paper, draw a line through it, and issue the student a fresh exam paper. The student will be allowed to finish writing the exam. A report of the incident along with the original examination paper will be sent to the Academic Integrity officer.
9. As students leave the room, they will be asked to sign an examination sign-out sheet.

Approved by Faculty Council, March 2011
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