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The Senate of Saint Mary's University has established Regulations on the timing and notification of examinations, the value of examinations and the conduct of examinations. The exact regulations are listed in the Academic Calendar. The purpose of this document is to elaborate further on procedures to be followed in the administration of an examination. The procedures are intended for final examinations, but instructors are encouraged to follow the procedures below for tests during the term, if appropriate.

PROCEDURES

- Instructors are required to be present at examinations. In the event an instructor is unable to be present, an alternate faculty member, approved by the Department Chairperson/Program Coordinator, must be present.
- Instructors are encouraged to have a contingency plan in the event that they cannot be at an examination on time. For example, ensuring that another instructor can access copies of the final examination and that there is someone who can start and invigilate the examination until the instructor arrives.
- Instructors are required to make best effort to create a secure exam environment that discourages cheating. For example: appropriate spacing of students, multiple versions of the examination with randomized ordering of questions, neighbouring students facing different directions, and alternating students with others writing an exam in a different course.
- In support of the above, it is recommended that:
 - There be a minimum of two invigilators (including the instructor) at an examination. The ratio of students to invigilators should not exceed 50 to 1. Where practical, there should be invigilators of both genders.

- Where practical, and at the discretion of the exam invigilator, students requiring the use of washroom facilities be escorted.
- Students are not permitted to bring any food or drink into the exam room, without permission of the invigilator.
- Invigilators require students to remove hats or head coverings, except where students are covering their hair on religious grounds.
- Students not leave the exam room during the first 30 minutes of the examination.
- Invigilators require students to remain in their seats for the final 15 minutes of the examination and only after the instructor has collected all exam papers.
- Students put their Saint Mary's University ID card on their work table.
- Students store all coats, bags and other belongings under their seat, to ensure that aisles are clear in the event of an emergency evacuation. Bags must remain closed for the duration of the examination.
- Students turn off and store all communication devices such that they cannot be seen or accessed during the examination. Holding or using a cell phone during an examination is strictly prohibited and is an academic dishonesty offence under the Academic Regulation 19 – Academic Integrity.
- Students caught with unauthorized materials or communicating with other students be advised that this is not permitted, that they will be reported to the Registrar in accordance with Regulation 19 Academic Integrity, but they will be allowed to finish the exam, if they wish.
- In the case of an emergency that requires the evacuation of the exam room, students leave their exam papers on their tables, collect all personal belongings, and leave the room quickly in an orderly fashion.
- Invigilators move a student to a different seat if the invigilator believes that neighbouring students may be collaborating, or if he/she believes the individual is looking at others' test papers.
- Invigilators call security if there is disruptive behaviour during examinations.

EXAM SCHEDULING REGULATIONS

- Students will not be required to write more than two final exams in 24 hours.
- If two or more exams are scheduled in the same room, the Registrar will appoint a Chief Invigilator who will have responsibility for ensuring that University academic regulations are followed, coordinating exam processes with representatives from the Registrar's Office, and assisting in problem resolution.

- Exams with different durations shall not be scheduled to share an exam room.

RESCHEDULING EXAMS DUE TO DISRUPTIONS IN UNIVERSITY BUSINESS

- There may be instances where, due to a disruption in university business (e.g. snow, storm, or fire), the University determines a Registrar-scheduled examination cannot be held at its scheduled time. The Registrar will then reschedule the examination at the earliest date on which there are no examinations scheduled. Possible dates will include December 8th, Sundays, and days immediately following the last scheduled examination. The Registrar will communicate the new examination date, time and location through Banner and the University website as well as emails to the Deans and affected students, faculty, department chairpersons and secretaries. Emails will be sent to official University email addresses only.

EXAMINATION BOOKLETS

It is recommended that the following instructions be printed on the cover of official examination booklets and announced by instructors at all examinations:

- 1) Students may not leave their seats except with the permission of the invigilator or to hand in an examination paper.
- 2) Students must put their Saint Mary’s University ID card on their work table.
- 3) Only items (calculators, formula sheets, etc.) authorized by the invigilator may be placed on the worktables.
- 4) Students may not communicate with others in any way.
- 5) Students must turn off and store all communication devices such that they cannot be seen or accessed during the examination. Holding or using a cell phone during an examination is strictly prohibited and is an academic dishonesty offence under the Academic Regulation 19 – Academic Integrity.
- 6) Students must store all coats, bags and other belongings under their seat to ensure that aisles are clear in the event of an emergency evacuation.
- 7) In the case of an emergency that requires the evacuation of the exam room, students must
 - a. leave their exam papers on their tables,
 - b. collect all personal belongings, and
 - c. leave the room quickly in an orderly fashion.

Version History

Version. #	Date Changed	Updated by	Description of Change
1.0	January 16, 2015	Senate Committee on Regulations	Document creation. Replaces Senate Policy on Re-Scheduling Final Examinations as a Result of a Disruption in University Business 8-1003. Approved by Senate on January 16,2015