

## Max Rady College of Medicine- UGME Policy

<b>Policy Name:</b>	Invigilation of Examinations
<b>Application/ Scope:</b>	Year I through Year IV Undergraduate Medical Education Students
<b>Approved (Date):</b>	
<b>Review Date:</b>	February 2021
<b>Revised (Date):</b>	February 2016
<b>Approved By:</b>	Senate, January 4, 2017

### 1. **PURPOSE**

To provide the Max Rady College of Medicine specific processes that ensure examinations are organized and executed in a timely and effective manner and complement the University of Manitoba Final Examination and Final Grades policy and related procedures.

### 2. **DEFINITIONS**

- 2.1 Chief Proctor – The person responsible for the administration of the examination who ensures strict compliance with UGME examination policies and procedures and/or NBME testing regulations. The Chief Proctor is deemed equivalent to the Chief Invigilator as established by the University of Manitoba Registrar’s Office. The term “Chief Proctor” may be used interchangeably with and means “Chief Invigilator” or “Invigilator in Charge”.
- 2.2 Invigilator(s) – Person(s) hired and assigned to assist with distribution and collection of examination materials and supervision of students during an examination and during the review of an Examination.
- 2.3 Midterm Examination – A summative examination normally conducted at the approximate midpoint of a course/module. No rounding of scores will take place.
- 2.4 Final Examination – A summative examination at the end of a Pre-Clerkship course/module No rounding will take place.
- 2.5 Course/Module – A course/module is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.
- 2.6 National Board of Medical Examiners (NBME Examination) – A multiple-choice examination developed by the NBME that is administered at the end of the surgery, internal medicine, obstetrics/gynecology, pediatrics, family medicine and psychiatry

rotations at the Clerkship level of the Undergraduate Medical Education Program. Attaining a mark at the 11th percentile or higher is considered a pass.

- 2.7 Communication Devices - Electronic devices with memory capability such as cell phones, pagers, calculators, laptop computers, watches with alarms, and computer or memory capability.
- 2.8 Reference Materials – Books, notes, papers.
- 2.9 Nutrition Break – A 15-minute break for students to eat a light snack the clock will stop for the duration of the Nutrition Break.
- 2.10 Personal Break – A break to use the restroom or to use the water fountain for a drink of water. The clock does not stop for a Personal Break.
- 2.11 Disruptive Behaviour – Conduct of a student that interferes with the testing conditions of other students participating in the examination.
- 2.12 Irregular Behaviour – Behaviour during an examination that includes, without limitation, the following:
  - Copying answers from another student, permitting answers to be copied, or in any way providing or receiving unauthorized information about the content of the examination.
  - Possessing notes or making notes on anything other than the answer sheet or test booklet.
- 2.13 Emergency Evacuation – The sounding of a bell or alarm is an indication that occupants are required to vacate a building.

### 3. **POLICY STATEMENTS**

- 3.1 This policy and procedures document complements the Undergraduate Medical Education Examination Conduct Policy and Procedures.
- 3.2 Undergraduate Medical Education is responsible for selecting examination Invigilators for Course/Module and NBME examinations unless there are specific accommodations requiring support from Student Accessibility Services. In such instances, Student Accessibility Services will select examination Invigilators and these Invigilators will invigilate for the entire examination accommodation time and any approved nutrition break time.
- 3.3 A Nutrition Break will be provided for each examination that exceeds three hours in length as outlined in the Procedures section of this document. Invigilator(s) will remain with student(s) during the Nutrition Break.
- 3.4 The number of Invigilators for an examination will follow a specified student-invigilator ratio and the requisite number of invigilators will be present throughout the examination. (See Appendix 1).
- 3.5 The Invigilator(s) will not provide clarification of perceived errors, ambiguities or omissions in the examination.
- 3.6 In Pre-Clerkship, the time allotted for an examination will be based on the volume of information to be tested, but will typically be a minimum of one (1) hour in length.

- 3.7 In Clerkship, each examination will typically be 2.15 to 2.45 hours in length unless there are specifically prescribed accommodations requiring a longer examination period.
- 3.8 Only the designated clock in the examination room will be used to determine the length of the examination.
- 3.9 The Administrator, Pre-Clerkship Evaluation and OSCE-type Examinations will act as Chief Proctor for Pre-Clerkship examinations.
- 3.10 The Administrator, Clerkship Evaluation will act as Chief Proctor for NBME examinations.
- 3.11 The Chief Proctors are responsible for organizing the training of Invigilators.
- 3.12 The following items will not be permitted in the seating area of the examination room:
- Communication Devices;
  - Backpacks, briefcases, luggage, coats, or brimmed hats;
  - Beverages or food of any type, with the exception of water in a clear container
  - Reference Materials
  - Computer equipment other than authorized for exam
- 3.13 Communication Devices are stored outside the seating area of the examination room and must be turned off before the examination begins.
- 3.14 Each student will be escorted, one at a time, on all Personal Breaks taken during the examination.
- 3.15 Disruptive and/or Irregular Behaviour will be addressed as stated in the Procedures section of this document.
- 3.16 University of Manitoba Emergency Evacuation protocols will be in place in the event of Emergency Evacuation during an examination.
- 3.17 Chief Proctors and Invigilators are responsible for ensuring that all Emergency Evacuation procedures are followed and that examination material is secured in the event of an Emergency Evacuation.

#### 4. **PROCEDURES**

##### RESPONSIBILITIES OF STUDENTS

- 4.1 Be familiar with all requirements of this policy and procedures document as they relate to items identified as “not permitted” in the seating area of the examination room, disruptive and Irregular Behaviour.
- 4.2 Be familiar with the requirements of the related Undergraduate Medical Education Examination Conduct Policy and Procedures document.
- 4.3 Provide proof of personal identification and sign attendance register prior to the start of the examination.
- 4.4 Identify to an invigilator that a Personal Break is required and accept that an invigilator will accompany the student on the break.

- 4.5 Ensure all Emergency Evacuation procedures are followed when informed of such an evacuation by an invigilator.
- 4.6 Please see additional responsibilities for the computer based exams in the related Computer Policy

#### RESPONSIBILITIES OF CHIEF INVIGILATOR

- 4.7 Recruit suitable invigilators for each academic year.
- 4.8 Organize the required number of invigilators in accordance with the invigilator-student ratio.
- 4.9 Assign invigilators to specific areas of the examination room.
- 4.10 Organize all examination materials for distribution at each examination.
- 4.11 Train invigilators on their responsibilities as it relates to examination invigilation.
- 4.12 Provide each invigilator with a copy of the Examination Conduct and Invigilation Policy and Procedures documents.
- 4.13 Ensure invigilators and students are familiar with the Emergency Evacuations procedures in the event there is an Emergency Evacuation during an examination.
- 4.14 Ensure all examination related materials are accounted for at the end of each examination.
- 4.15 Ensure any invigilator report of Disruptive and/or Irregular Behaviour is reported to the Director, Evaluation, Associate Dean, UGME, for NBME examinations and any other individual(s) as required.
- 4.16 Ensure an announcement is made stating that all communication devices must be turned off before the examination begins.
- 4.17 Please see additional responsibilities for the computer based exams in the Disaster Recovery Plan Policy

#### RESPONSIBILITIES OF INVIGILATOR

##### GENERAL

- 4.18 Participate in invigilator training as organized by the Chief Proctor(s).
- 4.19 Review the Examination Conduct and Invigilation Policy and Procedures documents and seek clarification of responsibilities as required.
- 4.20 Review the University of Manitoba protocols for Emergency Evacuation.
- 4.21 Meet Chief Proctor at 260 Brodie 30 minutes prior to the examination, unless otherwise notified.
- 4.22 Assist with the examination set up.

- 4.23 Assist with organizing examination attendance which involves checking student IDs and having each student sign the attendance register.
- 4.24 Inform students of the examination start and end times using the designated clock as the time reference.
- 4.25 Continuously observe students in the assigned area to ensure that students are recording answers as required, and are not communicating with one another in any way.
- 4.26 Inform chief proctor of any computer problems during ExamSoft or NBME examinations.
- 4.27 Assist with the collection of pink sheets, examination booklets, and other examination materials at the end of the examination. This can include organizing components of an examination for distribution to examination markers.
- 4.28 Assist with bringing examination materials to the UGME office.
- 4.29 Complete and sign time sheet.
- 4.30 Report any irregular incidents to the Chief Proctor.
- 4.31 Organize a 10-minute break for each invigilator. In the event there is only one invigilator, UGME Evaluation personnel will arrange for the invigilator to have a 10-minute break.
- 4.32 Contact the Chief Proctor in the event of an emergency.
- 4.33 Follow stated Emergency Evacuation procedures in the event of an Emergency Evacuation during an examination.

#### DISRUPTIVE BEHAVIOUR

- 4.34 Give the student a warning that he/she is exhibiting such behaviour.
- 4.35 Document that a warning was given.
- 4.36 Collect the examination materials from the student and escort the student from the examination room with the least amount of disturbance to the other students in the event that the student does not respond to a warning.

#### IRREGULAR BEHAVIOUR

- 4.37 Allow the student to continue writing the examination.
- 4.38 Confirm the observation with at least one other invigilator if possible.
- 4.39 Complete a report of the incident including the following information:
- Time and duration of the incident.
  - Page and/or item number that involved student(s) were working on at the time of the observation (if possible).
  - Identify all students involved in the incident by name and student number.
  - Identify the seating placement for the student(s) involved.
  - Signatures of the invigilators who made the observations.
  - Signature(s) of student(s) involved in the incident.

#### EMERGENCY EVACUATION

- 4.40 In the event of a fire alarm being activated during an examination or other emergency, making the abandonment of the examination necessary, the following steps must be followed:
- See Examination Conduct Policy

#### EXAMINATIONS EXCEEDING 3 HOURS IN LENGTH

- 4.41 Inform each student of the time of the designated 15-minute nutrition break prior to the start of the examination.
- 4.42 Ensure each student is away from the examination table for the duration of the Nutrition Break.
- 4.43 Ensure that each student is observed for the duration of the Nutrition Break.
- 4.44 Inform each student of the examination end time using the designated clock as a reference.

### 5. **REFERENCES**

- 5.1 Chief Proctor's Manual, National Board of Medical Examiners Subject Examination Program, *Clinical Science Examinations*. United States of America. 2010.
- 5.2 UGME Policy & Procedures - Accommodation for Undergraduate Medical Students with Disabilities
- 5.3 UGME Policy & Procedures - Examination Conduct Policy and Procedures
- 5.4 University of Manitoba Emergency Evacuation Procedures.
- 5.5 University of Manitoba Procedural Guidelines for Academic and Student Misconduct.
- 5.6 University of Manitoba Student Academic Misconduct Procedure
- 5.7 UGME Policy & Procedures – Deferred Examinations
- 5.8 UGME Policy & Procedures – Supplemental Examinations
- 5.9 UGME Policy & Procedures - Examination Results.
- 5.10 UGME Policy & Procedures – Promotion & Failure
- 5.11 UGME Policy & Procedures - Formative Assessment
- 5.12 UGME Policy & Procedures - Communicating Methods of Evaluation
- 5.13 University of Manitoba- Final Examination and Final Grades Policy
- 5.14 University of Manitoba- Deferred and Supplemental Examinations Procedures
- 5.15 University of Manitoba- Final Examination Procedures
- 5.16 University of Manitoba- Final Grades Procedures

6. **CONTACT**

Administrator, Pre-Clerkship Evaluation and OSCE-Type Examinations  
Administrator, Clerkship Evaluation

**ANNEX A - STUDENT/INVIGILATOR RATIOS**

## Student – Invigilator Ratios

Number of Students Per	Number of Invigilators
1 - 20	2
21 - 45	2
46 - 70	3
71 - 95	4
96 - 120	5