



Report of an Incident Involving Departure from the Accepted Procedure During an Examination

The Chief Invigilator is responsible for having this form completed and returned to the appropriate professor so that it may be returned to the respective department along with the sign in sheets at the close of the examination.

PART A: IDENTIFICATION OF THE STUDENT AND THE EXAMINATION

Date: _____, 20____ Course being written: _____

Student Number: _____ Seat Number: _____

Student's Name: _____

Current Address: _____

Student's Signature: _____

(for identification purposes only)

PART B: DESCRIPTION OF INCIDENT

(Include names of invigilators involved and action. Use reverse and/or extra sheets if necessary.)

Signatures: _____

Chief Invigilator

Student's (Indicates report seen but not necessarily agreed with)

PART C: RECEIVED BY THE DEPARTMENT

On _____, 20____ And Distributed On _____, 20____ To: Student _____

Dean/Director of Student's Faculty/School: _____

Dean/Director of Faculty/School Offering the course: _____

Invigilator(s): _____



Situation-specific Instructions for Invigilators

Suspected Infraction:

- Immediately:
 - Notify the student about the observed or suspected infraction.
 - Allow the student to continue writing the examination. *If the behaviour of the student is found to be disruptive to the conduct of that examination, please see the additional instructions below.*
 - Immediately complete the introductory section of the **Report of an Incident** form (see reverse), and ask the student to sign at that point in order to ensure positive student identification.
 - Record the nature of the alleged infraction.
 - Advise the student of his or her right to submit a separate report on the circumstances of the incident to the Dean/Director of their academic unit.
- By or at the close of the examination:
 - Ask the student to read the form containing full details of the incident.

Disruptive Student Behaviour:

- Immediately:
 - Provide warning to the student that their behaviour has been deemed disruptive, and that they will be required to leave the examination should the behaviour continue.
- If the disruptive behaviour continues:
 - Require the student to cease writing the examination and leave the examination hall.
 - Document the situation on the **Report of an Incident** form (see reverse), to the extent possible, in the manner outlined above.

Unable to Continue due to Family/Medical Emergency:

- Immediately:
 - Have the student hand in their exam.
 - Have the student indicate either that they wish to submit their exam paper as: (1) completed; or (2) not completed and with the right to request a deferred examination. *If the student submits their exam paper as completed, they will not have the right to request a deferred examination.*
 - Record the nature of the reason the student is unable to continue and their indication as to the completion of their exam, on the **Report of an Incident** form (see reverse).
 - If applicable, advise the student that to request a deferred examination, they must contact their academic unit as soon as possible (ideally no later than the next business day).

Disruption due to Fire Alarm:

- Immediately:
 - Take note of the time.
 - Announce that students must leave all belongings in their place, and to vacate the building. *In colder weather, students should be allowed to take their coats.*
 - Indicate that the exam will continue after access into the exam hall is regained, and that the time allotted for the exam will be extended.
- Once access to the exam hall has been regained:
 - Allow an appropriate amount of time for students to return to the exam room, and their seats – about 5 minutes.
 - Announce the amount of time being appended to the end of the exam period, and provide indication as to the amount of time remaining.
 - Announce the resumption of the exam.
 - Document the disruption on the **Report of an Incident** form (see reverse).

Technical Irregularity (e.g. misprinted information or wrong instructions):

- Immediately:
 - Inform Invigilators supervising the same exam in other locations of the irregularity.
 - Contact the Registrar's Office, who will provide notice to any students writing the exam off-campus, if possible.
 - Document the irregularity on the **Report of an Incident** form (see reverse).