



INSTRUCTIONS FOR EXAM INVIGILATORS

GENERAL INFORMATION

Each exam section will have a designated Lead Invigilator appointed by the department, (usually the instructor of record for the course section), as well as the number of invigilators required as per section 2.10 of the Final Examinations Procedures. The Lead invigilator is responsible for ensuring proper procedure and conduct is followed before, during, and after the exam.

A Chief Invigilator will be appointed by the RO as per section 2.13 of the Final Exams Procedures where multi-section (common exams) or multiple different exams are being written at the same time and location. They are responsible for coordinating all Lead Invigilators in the room, including making announcements and assisting with incidents that may occur during the exam. With respect to procedure, invigilators should defer to the Chief Invigilator.

EMERGENCY CONTACTS

- Exam Coordinator: 204-474-8608
- Emergency Campus Security Services (including after-hours room access): 555 from university phones, or 204-474-9341
- Room Access (weekdays) for Fort Garry Campus: 204-474-8911

Exam Coordinator hours and supplies pick-up schedule during exam period (including Saturday)*:

*not applicable for Summer Session exams.

Exam Start Time	Exam Coordinator Availability	Exam Pick-up Start & End Times
9:00am	8:00am - 9:30am	8:00am - 8:30am
1:30pm	12:30pm - 2:00pm	12:30pm - 1:00pm
6:00pm	5:00pm - 6:30pm	5:00pm - 5:30pm

INSTRUCTIONS

Prior to the exam session:

- Review these instructions in its entirety. Be familiar with the [Situation Specific and Incident Form instructions](#).
- Verify the location, time, and seat numbers for your exam by checking the posted exam schedule or your My Exams link in [Aurora Self-Service](#).

For exams with packages prepared by the Registrar's Office:

- Pick up exam materials from 400 University Centre within 1 hour and no later than 30 mins prior to the exam start time. Photo ID is required.

Exam room set-up and preparation for student arrival:

- Arrive at the designated room with sufficient time to ensure the exam location is unlocked and accessible.
- Set out exam materials at the assigned seats, and be ready by 10 minutes in advance of the exam start time to allow adequate time for students to enter the room and get settled. **Chief Invigilators are to ensure that Lead Invigilators have completed placing all exam materials for all sections at their assigned seats prior to admitting students to the exam room.**

Review the rules surrounding student access to the exam room:

- No student is permitted to leave during the first 30 minutes of an exam.
- No student who arrives late to an exam in a centrally administered location is permitted to write longer than the scheduled end-time for that exam.
- No student who arrives more than 30 minutes after the start of the exam is permitted to write the exam.
- After 30 minutes has passed, washroom breaks are permitted. Only one student is allowed to leave the exam room at a time and should be escorted to the door of the washroom by an invigilator if possible. Keep a record of the students who leave temporarily for washroom breaks and note the time they leave and return. A spare Attendance Sheet can be used for this purpose. Ensure their exam is left closed on the desk until the student returns. Students must not take cell phones, electronic aids or other materials into the washroom with them.

Before the commencement of exam writing, make the following announcements:

1. "Before we begin, please place your Student ID at the top corner of your desk. Only the items required for writing your exam should be on your desk. *[Confirm if calculators or notes are permitted]*."
2. "All other non-essential items must be placed under your desk and may not be accessed at ANY TIME during the exam. Examples of unauthorized materials include notes, texts or books; backpacks, bags, briefcases, purses; cell phones, smart watches or other unauthorized electronic devices. If you require an item, raise your hand and ask your invigilator if you may retrieve it."
3. "If you are caught accessing unauthorized sources during the exam, you could be investigated for cheating and plagiarism which may result in serious academic penalty."
4. "Once you have completed your exam, make sure to take all of your personal items and your Student ID with you when you depart. If you have forgotten an item you may only re-enter the exam hall after all the exams have been collected."
5. "You have [1, 2 or 3] hours to complete this exam. Please put your student name and number on all exam materials."
6. "You may begin." *(Note the start time and ensure the students get the full allotted time to write their exam)*

During the exam:

- Announce the remaining time at regular intervals (i.e. on the hour, 30 mins left, 5 mins left).
- Be alert and vigilant for signs of academic dishonesty by circulating among students during the exam.
- After 30 minutes have passed, collect unused exam materials.
- In order to have a sufficient number of invigilators in the hall at all times, coordinate with the Chief if you have to leave the exam room for an emergency or need to escort a student to the washroom (if applicable). Usually only one invigilator may leave at a time.
- Initiate disciplinary action if:
 - A) a student is found to be in contravention of accepted procedure or conduct (see [Final Examinations Procedures](#)), including behaving in a way that is disruptive;
 - B) or, if a student is found to be in possession of or to have accessed unauthorized materials, and are deemed to have had the opportunity to take advantage of the unauthorized materials.
- If there is a disruption or a departure from accepted procedure or conduct during an exam, refer to the *Situation Specific Instructions* provided on the back of the [Incident Report Form](#).
 - Step 1: Notify the Chief/Lead Invigilator of the incident.
 - Step 2: The Chief Invigilator will work with the Lead Invigilator of the exam in question to ensure the appropriate steps for proceeding with and documenting the situation are followed.
 - Step 3: The Chief/Lead Invigilator must sign all incident reports.

At the conclusion of the exam:

- Announce that the time for completion of the exam(s) has concluded.
- Ensure that students writing the exam under your invigilation submit their exam script. Confirm that the number of exam scripts received match the number of students who signed the [Candidates Examination Attendance Sheet](#).
- Ensure that no student is allowed to re-enter the exam hall until all exam papers have been collected.
- Ensure that all sign-in sheets and incident reports have been completed and signed, to be returned to the respective departments.
- Do a walk-through of the exam room. Collect all unused exam papers and any photo identification that has been left behind. Return lost ID's to the Registrar's Office.

FORMS AND RESOURCES

All exam related forms and information sheets can be found on the [Registrar's Office Forms](#) webpage. For important details and the full text of the Final Examinations and Final Grades Policy and Procedures, see: [University Governance - Governing Documents: Academic](#)