



Name:	Senate Policy on Final Examinations
Policy Number:	8-1016
Approving Authority:	University Senate, Committee on Regulations
Approved:	January 16, 2015
Responsible Office:	University Secretariat
Responsibility:	University Senate, Committee on Regulations
Revision Date(s):	Oct. 18, 2021, Jan 16, 2015
Supersedes:	Senate Policy on Re-Scheduling Final Examinations as a Result of a Disruption in University Business 8-1003
Next Required Review:	October 2026.

1. Preamble

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 (see academic regulation #8 <https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/tests-examinations-evaluations/>).

2. Purpose

The purpose of this Policy is to set out procedures to be followed in the administration of an examination. The procedures are intended for both in person and online examinations, as well as proctored exams. Although these procedures focus on final examinations, instructors are encouraged to follow the procedures below for tests during the term, if appropriate.

3. Policy

3.1. Students are responsible for knowing the date, time, and location for writing each of their formal examinations. To facilitate this, students can access and print off a copy of their own personal formal examination schedule from Banner Self-Service. While this is accurate when viewed/printed, it is subject to revision; hence, students are responsible for ensuring they have up-to-date schedules.

3.2. Faculty are required to indicate on their course syllabi the format of the exam and necessary equipment that may be required for online exams? (i.e., internet, computer, camera, headset, etc.).

3.3. Instructors are required to be present at in-person 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.

3.4. For virtual exams, instructors are expected to be available and responsive (e.g., to emails) in the event that an issue arises during the period of their exam (e.g., a technical issue; NOTE that faculty are not necessarily expected to resolve the technical issue but are expected to ensure their exam is correctly set up on Brightspace, etc.).

3.5. For in-person exams, 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.

3.6. Instructors are required to make best effort to create a secure exam environment that discourages cheating. For example, for in-person exams: 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. For virtual exams, there are many approaches faculty can use to maximize the academic integrity of the exam. Faculty are encouraged to contact the Studio for Teaching and Learning to identify supports in this area.

4. Procedures

4.1. In support of this Policy, 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 diverse genders.
- Where practical, and at the discretion of the exam invigilator, students requiring the use of washroom facilities should 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 or for medical reasons.
- Students are not to 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 until after the instructor has collected all exam papers.
- Students put their Saint Mary's University ID card on their worktable.
- 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, using, or having access to a cell phone during an examination is strictly prohibited and is an academic dishonesty offence under the Academic Regulation 18 – Academic Integrity.
- Students caught with unauthorized materials or communicating with other students should be advised that this is not permitted, and that they will be reported to the Registrar in accordance with Regulation 18 Academic Integrity. Students shall be allowed to finish the exam if they wish.
- In the case of an emergency that requires the evacuation of the exam room, students shall leave their exam papers on their tables, collect all personal belongings, and leave the room quickly in an orderly fashion.
- Invigilators should move a student to a different seat if the invigilator believes that neighbouring students may be collaborating, or if they believe the individual is looking at others' test papers.
- Invigilators should call security if there is disruptive behaviour during examinations.

5. Proctors

5.1. For exams in remote or online courses that require proctors, specific procedures are to be followed. Students who are registered in an online course and live 100 km or more from the campus and need to write a midterm or final exam in person must arrange to have their exams invigilated. It is the student's responsibility to make these arrangements and to have the proctor form completed (currently available at: <https://www.smu.ca/academics/elearning-centre-current-students-exams.html>).

5.2. Students who are taking online and on-campus courses in the same term need to be available to write exams on campus and are not eligible to write with a proctor. If there are special circumstances that require a proctor in such cases, it must be approved by the course instructor.

5.3. If the student chooses to obtain a proctor, it is the student's responsibility to arrange for the proctor who is acceptable to Saint Mary's University. This person should be identified in sufficient time for the University to assess the student's selection.

5.4. **Students within Canada:** It is recommended students find a proctor service which is often available through other education institutions. If students are unable to use this service from an education institution, possible proctors might be identified from the following categories of employment:

- Lawyer
- Accountant
- Minister, Priest, or Rabbi
- University Professor
- Doctor or Dentist
- Director of Human Resources
- School Principal
- School Teacher

5.5. **Students outside of Canada:** Students who are writing exams outside of Canada will require a proctor employed with a post-secondary institution. If a post-secondary institution is not available, a high school with a suitable invigilator, such as a teacher, will be considered.

5.6. A proctor cannot be a family member or relative, a classmate, co-worker, immediate supervisor, or a friend.

5.7. The student must provide information regarding the proposed proctor to the Studio for Teaching and Learning **no later than two weeks** prior to writing the exam, and preferably **one month** prior.

5.8. For tests that are not final exams, the student cannot write on a different date or time unless the student has special permission from the instructor. If the student is writing a final exam, permission must be granted by the relevant Dean's Office. The Studio for Teaching and Learning contacts the proctor to confirm identity and arranges for the examination. The Studio for Teaching and Learning arranges with the proctor for delivery and return of the examination.

6 Rules Specific to Conducting Online Exams:

6.1. If faculty are planning to hold online invigilated exams, requiring students to have their cameras turned on, notice must be provided in the Course Syllabus alerting students that this is the format that will be used. No recording or screen shots of students writing exams may be taken without the explicit consent of students.

6.2. Consideration must be given for students who do not have webcams, lose internet, experience a power outage, etc.

6.3. Suggested Language to be included in Course Syllabi:

“Online Supervised Exams

This course will include online supervised exams. As a student in this course, you will be expected to have your camera turned on for exams. To participate in this course, you will require:

- a webcam
- a computer and reliable Internet connection
- a private space

If you cannot meet these requirements, please contact your instructor to determine if an acceptable exception can be made.

No recordings or images will be taken. The intent is to mirror an in-person exam setting and to allow your instructor to respond to questions and supervise the examination.”

7 EXAM SCHEDULING REGULATIONS

7.1 According to their local time, students will not be required to write tests or examinations within the teaching or final exam period prior to 8:30 am or after 10 pm. Students will not be required to write more than two exams per day (between 8:30 am and 10 pm), and students shall not be required to write more than six hours of exams per day.

7.2 Fred Smither’s Centre students who require extra time for exams may work with their Centre advisors and course instructors to make special arrangements so as to adhere with scheduling restrictions.

7.3 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.

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

8 RESCHEDULING EXAMS DUE TO DISRUPTIONS IN UNIVERSITY BUSINESS

8.1 There may be instances where, due to a disruption in university business (e.g., snow, storm, 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 Chairs, and secretaries. Emails will be sent to official University email addresses only.

9 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 worktable.

- 3) Only items (calculators, formula sheets, etc.) authorized by the invigilator may be placed on the worktables.
- 4) Students may not communicate with other students 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, using, or having access to a cell phone during an examination is strictly prohibited and is an academic dishonesty offence under the Academic Regulation 18 – 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.

RELATED POLICIES, PROCEDURES & DOCUMENTS

None

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
2.0	October 18, 2021	Academic Regulations Committee	Update of policy to reflect use of virtual and proctored examinations