

Schulich School of Business

EXAMINATION INVIGILATOR'S REPORT

(Based on the Senate Policy and Guidelines on the Conduct of Examinations, 2007)

All chief invigilators* are required to complete the following report for each examination they invigilate.

Invigilator's name(s): _____
Course Number & Section: (e.g., ACTG 5100 C): _____
Examination Date & Time: _____ Number of students in the room _____ (YorkU requires one invigilator for every 25 students for each room, including the instructor)
Other person[s] invigilating in the room: _____

Please confirm that you did the following. If you skipped a step, please explain in the 'Comment' section.

Timing	Please Check	Activity
Before the Exam	Verified space and arrangements:	
	<input type="checkbox"/>	• Students evenly spaced, possibly with empty seats between students
	<input type="checkbox"/>	• Personal possessions (phones, coats, ...) out of reach; clear desks and chairs
	<input type="checkbox"/>	• No hats, sunglasses, earphones etc. worn (head coverings permitted for religious reasons)
	<input type="checkbox"/>	• Accommodated students with special needs
	<input type="checkbox"/>	Confirmed students' identities (York Card; ID) and checked off against class list (you can also have students put out their IDs and check them during the exam)
	Made required announcements:	
	<input type="checkbox"/>	• Materials allowed on desk
<input type="checkbox"/>	• Other exam instructions (breaks, procedures, etc.)	
<input type="checkbox"/>	• Start and end time at beginning of exam (please write down times on board)	
During the Exam	Actively invigilated:	
	<input type="checkbox"/>	• Moved around the room
<input type="checkbox"/>	• Actively observed students	
End of Exam	Stopped the exam	
	<input type="checkbox"/>	• Instructed students to stop writing and verified that they did
	<input type="checkbox"/>	• Instructed students to remain seated
	<input type="checkbox"/>	• Collected exam materials
	<input type="checkbox"/>	• Ensured that all used and unused exams (booklets) are accounted for
<input type="checkbox"/>	Instructed students to collect their belongings and leave exam room	

I confirm that (please check) ...

- no student was observed looking at/reading the exam materials of another student
- no student consulted notes or other forbidden sources of information during the exam

Note: If any items were not checked, please submit an incident report.

Comments:

Signature(s): _____
Instructor
Chief Invigilator (if other than instructor)

* Chief Invigilator is the person primarily responsible for proctoring a room in which an examination takes place. For single-section courses, the chief invigilator is the course instructor.

Schulich School of Business
EXAMINATION INCIDENT REPORT
(Based on the Senate Policy and Guidelines on the Conduct of Examinations, 2007)

Note: *The Examination Incident Report should be completed carefully as it will become part of the investigation and documentation of this academic dishonesty incident.*

Invigilator's name(s): _____
Course Number & Section: (e.g., ACTG 5100 C): _____
Examination Date & Time: _____ Number of students in the room _____ (YorkU requires one invigilator for every 25 students for each room, including the instructor)
Other person[s] invigilating in the room: _____

What happened and who was involved?

Nature of action taken during the examination in response to the incident:
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Recommendations for further action:

Documentation attached:

Signature of Instructor

Signature(s) of other Invigilator(s):

Evacuation / Emergency Procedures

In the event of a disruption for whatever reason (i.e. due to fire alarms, burst pipes etc.), the following standard **announcement and instructions are to be read**:

“May I have your attention. Put down your pen or pencil and stop writing. Due to an emergency we have been asked to evacuate the building. Listen carefully to the following instructions.

1. Leave all of your exam papers (i.e. question sheets, answer booklets etc.) on the desk.
2. Do not consult study material or discuss any aspect of the exam until your exam resumes.
3. All electronic devices, head sets & cellphones must remain off, no matter how long the delay.
4. Remain calm.
5. Pick up all of your personal belongings (**jackets, purses, bags**).
6. Exit the building in an orderly fashion.
7. Follow all instructions from staff and Security Services.
8. Stay outside the building until your professor, Registrar’s Office or Security Services provides further instructions.
9. Do not assume the exam has been cancelled until you are officially notified. Please remain in the designated area – you are not permitted to leave without the permission of the chief invigilator.

Failure to follow the above instructions related to the integrity of the exam will be investigated in accordance with the Senate Policy on Academic Honesty.
Thank you for your cooperation.”

In summary, after stopping the exam and advising the students how to behave as they exit ...

- Accompany the students to the identified safe zone.
- Identify yourself as a point of contact to York Security and consult with the security team directly for instructions on when it is safe to return to the building.
- Contact one of the following individuals in the Registrar's Office:

Sherry Lewkowicz: 416-736-2100 Ext. 33260; Cell: 416-994-0023

Lisa Armstrong: 416-736-2100, Ext. 22389

Kathy-Jo Pinder: 416-736-2100, Ext. 20439; Cell: 416-455-4729

==> We've evacuated ...what next?

1. Evacuation / Resumption of Exam

- The general guideline is that if a disruption occurs that is **45-60 minutes or less in duration**, the exam will resume.
- Once evacuated, all students are to remain in the designated area and should be reminded that they are not permitted to leave without the permission of the chief invigilator.
- If the disruption is **more than 45-60 minutes in duration**, the chief invigilator will be given the option of rescheduling the exam or relocating to continue. Please note that the relocation option is dependent on space availability.
- Once Toronto Police or Fire Department have given clearance and the alarms have been reset, students will be informed (by the Registrar’s Office, Security, chief invigilator and/or invigilators) that the exam will resume and the end time will be adjusted to account for any lost time due to the disruption.

2. Evacuation / Rescheduling of Exam

- Once evacuated, all students are to remain in the designated area and should be reminded that they are not permitted to leave without the permission of the chief invigilator.
- If the decision is made to reschedule the exam, students will be advised (by the Registrar’s Office and/or chief invigilator) in the following way:
 - A. Undergraduate rescheduling information will be posted on the Current Students Examination Website within 24 hours.
 - B. Masters Program rescheduling information will be posted in the Schulich MBA Exam schedule (i.e., the webpage containing course listings).
 - C. Students will receive a message through their Notes email accounts confirming the rescheduling details (date, time and location).