

Procedure on After-Hour Final Examination Support Coverage

Academic Operations Manual

Approving Authority: SJU Senate Council

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Office of Accountability: Vice-President & Academic Dean

Administrative Responsibility: Registrar's Office

Procedure Statement

When there is a final examination scheduled at St. Jerome's University outside of the normal working hours of St. Jerome's University, faculty will have the following support:

Ensuring that the Academic Building and classroom is unlocked

A residence don will meet the professor/proctors a half-hour before the examination to ensure that the building and classroom are unlocked and the professor/proctors have everything they need to administer the exam.

Emergency or crisis support

The residence don gives the professor/proctor their on-duty cell phone number should an emergency or crisis occur. The dons can help facilitate with any crisis or emergency.

Locking the Academic Building after the exam

The residence don will lock both the classroom and building when the examination is over.

The don(s) are not expected to proctor, do photocopying, or offer any administrative support. It is expected that the proctors will have been given examination instructions and procedures to follow by the instructor of the course.