
Proctoring and Conducting Final Examinations

Academic Operations Manual

Approving Authority: SJU Senate Council

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Office of Accountability: Vice-President Academic and Dean

Administrative Responsibility: Registrar

1 Policy Statement

St. Jerome's University is committed to ensuring that all final examinations offered by SJU instructors are conducted in accord with the following guidelines, rules, and procedures.

2 Scope

This policy applies to all courses offered by instructors employed by St. Jerome's University that have a final examination as a course requirement.

3 Guidelines for Final Examinations Administered by SJU Instructors

- 3.1 At least 24 hours prior to the scheduled final examination time, final examinations must be stored in the instructor's office, the SJU Registrar's Office, or other secure office space accessible by the SJU Registrar's Office in case the instructor or an authorized alternate is unable to administer the examination. At least 24 hours prior to the scheduled final examination, instructors should contact their Department Chairs with the location of their examinations.
- 3.2 The proctor-student ratio should be 1:50. In courses or sections that are larger than 50, there should be at least two proctors.
- 3.3 A student may, with the permission of the instructor or proctor, leave the examination room briefly. It is advisable that a proctor accompany this student.
- 3.4 In larger courses, it is advisable to have students present their Student ID cards at each examination. If a student does not have a student ID card, the instructor/proctor may accept another form of photo identification instead. If ID acceptable to the instructor/proctor is not provided, the student should complete an

Interim Identification Form (IIF) (obtainable through the SJU Registrar's Office) and sign each examination booklet and/or each answer card(s).

- 3.5 After the examination has begun, all students should remain for the first hour. Students who arrive more than one hour late for an examination may be barred from writing the examination if students have already completed the examination and left the examination room. The decision to allow a candidate to write the examination is at the discretion of the instructor or authorized alternate. If the student is allowed to write the examination, the instructor or authorized alternate will mark the time of entry clearly on all of the answer booklets. There should be no extension of time for candidates who are allowed to sit the examination after arriving late.
- 3.6 At ten minutes before the conclusion of the examination period, the instructor or proctor should announce the time remaining. Candidates may not leave their seats in the examination room after this time until all papers have been collected.

4 SJU Instructors and Alternates as Proctors

Instructors should normally proctor their own final examinations. If this is not possible, the instructor must (a) provide the Department Chair with a written statement explaining why the instructor is unable to proctor the examination, and (b) find an alternate, preferably another SJU instructor, who has a degree and is familiar with the subject of the examination.

5 Procedures Related to Academic Regulations

- 5.1 If, during an examination, a candidate gives assistance to or receives assistance from another candidate, or has unauthorized aids, such individuals will be liable to disciplinary action.
- 5.2 If an instructor or proctor has reasonable grounds to believe that a violation of academic regulations has occurred, that person shall collect all of the evidence available. What follows is advice to presiding officers and proctors regarding confiscating material if cheating is suspected during final examinations.
- 5.3 Only those items authorized for use in the examination are to be on the desk;
- 5.3.1 bags, purses, knapsacks, etc., are to be closed and placed under the desk;
- 5.3.2 all hats/caps must be removed and placed under the desk;
- 5.3.3 wireless or electronic devices (e.g., cell phone, music device) must be turned off before the examination commences;
- 5.3.4 earphones must be removed during the writing of examinations; and

5.3.5 no food or drinks are allowed with the exception of water in a clear bottle with no label. A student may request a brief nutrition break, accompanied by a proctor outside the exam venue if necessary. If a student needs to consume food or drinks regularly during a final exam, the student must register for special accommodations with AccessAbility Services and must submit appropriate documentation from a recognized professional at least three weeks prior to the start of the final examination period.

5.4 Where there are reasonable grounds for believing a violation of exam protocol has occurred, the instructor or authorized alternate has authority to:

5.4.1 remove anything on the desk not authorized for use in the examination and keep it until the student has completed the examination and handed in the booklet, etc., as required.

5.4.2 look into knapsacks, bags, purses, pencil cases, etc; remove any “evidence” (this to be done in the presence of the student and another proctor); and return the knapsack, bag, purse, pencil case, etc., to be put under the student’s desk.

Note: if the student requires a copy of such evidence, a copy is to be provided with the original to be retained by the presiding officer or proctor.

5.4.3 require the student to move to a seat where the presiding officer or proctor can more easily monitor the student.

5.4.4 ask a student to adduce “evidence” where the instructor or authorized alternate believes that student has hidden it on their person.

Note: if the student refuses, under no circumstances should the alleged offender be touched.

5.4.5 remove answer book(s) and replace them with new ones; in all cases, student(s) are to be allowed to finish writing the examination.

5.4.6 As soon as possible following the conclusion of the examination, the instructor or authorized alternate is expected to: make a note of the time and details (e.g., refusal to cooperate); explain to the alleged offender that the status of her/his paper is in question; identify the paper and set it aside. In the event that the instructor is not available, the presiding officer or proctor will inform the SJU Associate Dean.

5.5 At the conclusion of the examination, all candidates shall cease writing and proctors shall collect the examination booklets.

6 Procedure for Late-Arriving or Absent Instructors or Alternates

- 6.1 If the instructor or authorized alternate for a given exam has not arrived before the start of the examination period, students will be informed that the proctors have not arrived. Students are expected to wait up to thirty minutes.
- 6.1.1 The SJU Registrar's Office will obtain the examinations from the instructor's office or designated location (see 3.1 above). Students will be allowed to write the examination without the benefit of knowledgeable proctors. Students will be provided additional time to compensate for the late start. The Department Chair of the department offering the course and the Vice-President Academic and Dean will be notified.
- 6.2 If the SJU Registrar's Office is unable to obtain the examinations, the SJU Registrar's Office will notify the Department Chair of the department offering the course and the Vice-President Academic and Dean of the situation. Unless there are mitigating circumstances, the instructor will be responsible to reschedule the examination and communicate the information to the students involved.

7 Final Examinations Administered by the University of Waterloo Registrar

St. Jerome's University instructors should normally administer their final examinations. However, they may, in exceptional circumstances and with the consent of the Department Chair, authorize the University of Waterloo Registrar to administer their final examinations. In such cases, instructors must follow [University of Waterloo examination regulations and related matters](#).