Simon Fraser University
Final Examination Procedures

Location:
Final examinations for courses with large enrollments (enrollments of 250 or more) will be held in the gymnasium whenever possible. All final examinations which are not held in the gymnasium will be provided with enough classroom space to permit alternate seating of students.

Multi-sectioned courses:
Instructors in multi-sectioned courses, where students in the different sections write their examinations at different times, must give different examinations.

Invigilation procedures:

Invigilation Supervisor
Normally, the instructor for the course will be the invigilation supervisor. When there is more than one examination in a classroom at the same time and, as a result, more than one course instructor involved, the Registrar will appoint one of the instructors to be the invigilation supervisor. Instructors are expected to assume this role on request by the Registrar’s Office. The Registrar’s Office will provide student proctors for examinations held in the gymnasium.

Number of Invigilators
There should be one invigilator for up to 25 students and at least one additional invigilator per each additional 50 students, i.e. enrollments of 26 to 75 require two invigilators; enrollments of 76 to 125 require three invigilators etc. Teaching Assistants/Tutor Markers are expected to invigilate as part of their job duties.

Departments will provide sufficient invigilators for all examinations. In the case where the examination is held in the gymnasium under the supervision of the Registrar’s Office, student proctors will be provided by the Registrar’s Office, but they are not to be counted as course invigilators.

Deter Academic Dishonesty
The invigilation supervisor should inform students to read the “caution” note on the front of the Simon Fraser University examination answer booklet. If an examination answer booklet is not used, the instructor must provide the “caution” note in writing, as part of their exam cover sheet. In addition, students must be warned verbally against:

- Using any examination aids unless they are authorized
- Communicating with other students for any reason whatsoever
- Leaving answer papers exposed to view
- Attempting to read other students’ answer papers

Identification of students:
Every student must present their Simon Fraser University ID card to an invigilator. The invigilation supervisors are to check IDs when students enter the room or have students
display them on their desks. Note: SFU ID is the preferred ID; other acceptable
government issued picture ID includes a provincial driver’s license, Canadian citizenship
card, B.C. identity card, permanent resident card or passport.

If a student is not able to supply acceptable proof of identity, the invigilation supervisor
may deny the student the opportunity to write the exam. The instructor can also permit
the student to write the examination provided the student completes an identification
form (Appendix A - see pdf at bottom of page) and agrees to provide verification of
identity on or before the date indicated on the form. If verification is not provided by that
date, the student will receive an “F” for the examination and further disciplinary action
may be taken in accordance with policy S10.01 Student Academic Integrity Policy
(https://www.sfu.ca/policies/gazette/student.html).

**Seating:**
The invigilation supervisor is responsible for specifying the seating arrangements and for
ensuring that students are seated in an orderly manner.

**Entrances and exits:**
Students will not be permitted to enter the examination room after the first 30 minutes or
to leave within the first 30 minutes. Students who arrive after the first 30 minutes should
be referred to the department for alternate arrangements.

To ensure an orderly collection of exams, students should not be permitted to leave the
examination room during the last 15 minutes.

Students should be informed not to bring valuables with them to exams. The University
accepts no responsibility for lost or stolen items in exams space. Students must not bring
their belongings to their seats, including phones. Students must not wear hats or hoodies
during exams and may have their water bottle inspected at any time during the exam.
The invigilation supervisor should direct students on where to leave their belongings and
remind them to turn off their cell phones etc.

Only one student at a time should be permitted to use the washroom. Invigilators should
conduct a sweep of nearby washrooms before and after the exam. The Registrar’s Office
will assign student proctors to monitor traffic entering and leaving the washrooms near
the gymnasium.

**Examination aids:**
Aids such as calculators, reference materials, tablets, laptops, etc. may not be used by
students unless authorized by the instructor. The instructor’s authorization of the aids
which may be used must be specified on the question paper. In the absence of any
written statement on the question paper, the presumption is that aids may not be used.
Students violating this restriction may be guilty of intellectual dishonesty. For the
procedures to be followed in such cases, refer to Policy S10.01 Student Academic
Integrity Procedures (https://www.sfu.ca/content/dam/sfu/policies/files/students/
S10.01_Procedures.pdf)
Unscheduled interruption of an examination:
Refer to Policy GP 4 (http://www.sfu.ca/policies/gazette/general/gp4.html), Unscheduled Cancellations of Classes for procedures to be followed if there is an unscheduled closure of the University during the period of scheduled final examinations.

In the case of an unscheduled interruption during an examination, e.g., a fire alarm, the physical safety of students and staff is of primary importance. The invigilation supervisor should direct students and staff to safety. If time permits, examination materials should be collected and secured. The invigilation supervisor has the authority to decide to resume the examination if the unscheduled interruption is of short duration. If the interruption is long and the examination must be cancelled, refer to procedures for postponing and rescheduling of final examinations in Policy GP 4 (http://www.sfu.ca/policies/gazette/general/gp4.html).

Conclusion of the examination
A student may hand in their examination paper and leave any time between 30 minutes after the start and 15 minutes before the end of the examination.

The invigilation supervisor will announce the 15 minute mark before the end of the examination. No student will be permitted to leave during the last 15 minutes.

At the end of the examination, the invigilation supervisor will tell the students to stop writing and to remain seated while the invigilators collect the examination booklets.

The invigilation supervisor will announce when students are permitted to leave.

Before exiting the exam room, the invigilator supervisor must remove all exam booklets and exam materials from the room.

Students who do not show up for final exams should be given either a DE (Deferred Grade) or an N (incomplete).

Suspected academic dishonesty during the examination
If a student is seen, or suspected of, cheating handle the situation quietly and calmly. Under no circumstances attempt to remove the student from the examination room. Take a note of what you see, stand next to the student, and record his or her name, and the offending behaviour.

If the student is using an unauthorized aid (e.g., a water bottle with a label that has notes written on it) seize the object but do not get into a struggle with the student over possession. Seize and secure the student’s examination booklet/s at the end of the examination and tell the student, in private, what you saw.

You should then make arrangements to meet with the student to discuss the academic dishonesty following which you may decide upon a penalty and submit an incident report. This procedure is set out in S10.01 Student Academic Integrity Procedures. Generally, at a minimum, a student who cheats should fail the examination.
Appendix A

Office of the Registrar, Simon Fraser University

Student without Acceptable Identification at Final Examination

Name in Full (Print) _____________________________________________________

SFU Student Number __________________________________________________

Date of Birth (YYYY/MM/DD) ________________

Street Address _________________________________________________________

Exam Course Name and Number _________________________  Section _______

Name of Course Instructor _____________________________________________

I agree to present my SFU ID to the instructor for the above-named course section at the following date and time _______________________________________________

at the following location ______________________________________________

I understand that if my SFU ID is not provided as agreed above, I will receive an “F” for the examination and further disciplinary action may be taken in accordance with policy S10.01 Student Academic Integrity Policy (https://www.sfu.ca/policies/gazette/student.html)

Signature of Student ________________________________________ Date _________

Signature of Instructor (or invigilation supervisor if instructor is not in attendance)

__________________________________________________________ Date ________