

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 provided by the Registrar's Office will not count as course invigilators.

Deter Academic Dishonesty

The invigilation supervisor should inform students to read the "caution" 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" 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. The student ID should be compared to the class roster photograph of the student in goSFU; instructors can print the photo roster in goSFU to compare the photo on the ID card with the photo on the class roster. 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) 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 T10.03, *Academic Dishonesty and Misconduct Procedures*.

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. Students who leave the examination room should hand in their exam and the invigilator may take a photograph of the exam pages before it is returned to the student. 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, smart phones/watches, 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 S.10 Appendix 3.

Unscheduled Interruption of an Examination:

Refer to Policy GP 4, *Unscheduled Cancellations of Classes and/or Closure of the University*, Appendix A 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. fire alarm, the physical safety of students and staff is primary. 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 rescheduling of final examinations in Policy GP 4, Appendix A.

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.

Suspected Academic Dishonesty during the Examination

Refer to Policy S 10 *Code of Academic Integrity and Good Conduct*.

Faculty are encouraged to refer to [Tips for Managing Exams](http://students.sfu.ca/academicintegrity/resources/managingexamstips.html#main_content_title) - http://students.sfu.ca/academicintegrity/resources/managingexamstips.html#main_content_title

27-Apr-23

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 _____

Phone Number _____

SFU e-mail _____@sfu.ca

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 on the next business day: _____

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 T10.03, *Academic Dishonesty and Misconduct Procedures*.

Signature of Student _____ Date _____

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

_____ Date _____

27-Apr-23