

Invigilation of Exams in the Main Gym And Handling Disruptions of Exams St. Francis Xavier University

The Office of the Registrar will have an Invigilation Assistant present in the Saputo Centre Gym during each exam session. The Invigilation Assistants are:

Susan Doiron
Nancy Marenick

Responsibilities of the Invigilation Assistant:

- a) Arrive at the Saputo Centre gym 30 minutes before the scheduled exam and ensure the gym is unlocked. Safety & Security are instructed to unlock the door 45 minutes prior to the beginning of the exam.
- b) Have the invigilation document in their possession. Copies will be available in the ASCHL gym.
- c) I have asked that Security ensure the lights are turned on. If the lights need to be adjusted, the switches are located at the pool desk should they need to be adjusted.
- d) Inspect the gym prior to the exam for papers left on exam tables.
- e) Ensure the microphone is in working order.
- f) For the sessions that have more than one exam scheduled in the gym, post the notice with the specific row numbers. **This occurs on Apr 17 at 2pm.**
- g) At 10-15 minutes prior to the start of the exam, prop open the two side doors so students do not have to touch the doors before entering the gym. Permit students to enter the Saputo Centre gym after the faculty have distributed exam papers and booklets. This will ensure students can begin as scheduled.
- h) As students are entering the gym, announce, using the microphone, that:
 - i. all books, bags, coats, hats, electronic devices (including cell phones, iWatches, smartwatches) must be left as you enter the gym and may not be taken to the seats;
 - ii. face masks must be worn at all times;
 - iii. student ID card placed on top right hand corner of the exam table;
 - iv. leave exams face down until told to begin;
 - v. no talking
 - vi. once students are settled, announce to begin.
- i) Watch for suspicious behavior and report such behavior to the professor.
- j) Escort a student to the washroom if a student requests a washroom break based on instructor approval. You will use the open doorway of the washroom as the boundary for supervision. You may take the use the washrooms near each entrance or the washroom located in the varsity area at the rear of the building. Please note that once seated, normally a student is not to leave the room until the exam is finished. Students who are permitted to use the washroom will be required to sign out/sign in. The sign out sheet is located in this package.
- k) Inspect washrooms before permitting a student to enter.
- l) Give warning to the students 15 minutes before the time fixed for the closing of the examination. This would be at 11:45am, 4:45pm and 9:45pm. Microphone is located on the stand.
- m) Have a cell phone in possession in the event of an emergency.
- n) Once the gym has been vacated, clear front tables of extra papers, books etc.

Responsibilities of Faculty

- a. Know the number of candidates who will be writing.
- b. Arrive 30 minutes before the scheduled start time.
- c. Ensure papers, computer cards, and exam booklets are properly distributed on the tables before the scheduled starting time of the examination; it is recommended that exams papers be placed face down.
- d. Verify student identification during the exam by checking the ID cards.
- e. Collect and count examination booklets and computer cards at the end of the examination.
- f. Collect any unused examination booklets and return to the Registrar's Office.
- g. Return any ID cards left behind to the Safety & Security Office.
- h. Attend strictly to the supervision of the examination over which they preside.
- i. Give as few explanations and directions as possible; directions considered necessary should be given to be heard by all candidates. The microphone is available for use.
- j. Abstain from answering questions about exam content.
- k. Abstain from all unnecessary conversation, which can be extremely distracting to students.
- l. Refrain from returning course material to students in the exam room.

1. Frequently asked Questions

- a. Are candidates permitted late entry to an examination?
 - i. No candidate may enter the examination more than 20 minutes after the exam has begun, or after another candidate has left.
- b. When may candidates leave an exam?
 - i. No candidate shall be permitted to leave the examination room within the first 30 minutes unless accompanied by the professor or invigilation assistant.
 - ii. The name and ID number of any student terminating the writing of the exam within the first 30 minutes should be recorded by the professor. The student should be asked to stay for the first 30 minutes.
 - iii. During the examination any candidate wishing to use the washrooms may do so with the approval of the professor and only if accompanied by the invigilation assistant. The student is required to sign out and in.
- c. What should be done:
 - i. If a candidate is suspected of cheating?

The professor, at the time of suspecting someone of cheating, should take the exam/booklet away from the student but issue another and allow the student to continue with the exam. The professor will annotate the student's exam/booklet to the effect that cheating was suspected, and give some details.

Academic Integrity information is available at http://sites.stfx.ca/registrars_office/academic_integrity

The Academic Discipline Officers:
Marcia English, 867-5935, menglish@stfx.ca
Jamie Levin, 867-2245, jlevin@stfx.ca
Kara Thompson, 867-5338, kdthomps@stfx.ca
 - ii. If a candidate becomes ill?

Take the examination booklet from the student and indicate on it that the student left the examination due to illness. Note the time as well.
 - iii. If the student continues writing after the examination has ended?

Advise the student that a line will be drawn through anything written at this point and an explanation written on the booklet.
 - iv. If the student cannot present a valid StFX photo ID?

Inspect other photo ID and indicate on the exam booklet beside the student's name that the student did not have a StFX ID.

2. What should be done in case of an emergency?

For an urgent but not deemed an emergency, call the Safety & Security Services Office at (902) 867-4444.

For an emergency situation, call 911 and then the Safety & Security Services office at (902) 867-4444.

Evacuate the building using the nearest exit. Proceed to the emergency assembly point as indicated in the Emergency Assembly Points and the Emergency Guidelines documents located at the end of this package.

Disruption during an Exam

1. Announcement to the students for evacuation of the building:

- a. Listen to these **eight** announcements before you move.
 - i. Remain calm.
 - ii. The room must be cleared immediately.
 - iii. Turn over your exam papers and leave all exam materials at your place.
 - iv. Take personal belongings at your place.
 - v. Do NOT attempt to retrieve personal belongings at the entrance of the room. Assemble with your class as indicated on the Emergency Assembly Points document.
 - vi. Do not talk
 - vii. Locate the nearest exit. Stand up and walk, do not run, to the nearest exit.
 - viii. You will be notified when you are able to return to the room. If not able to return shortly, information will be available within 24 hours from the Registrar's Office.

2. Announcement to the students for partial power outage:

- a. Listen to these **four** announcements.
 - i. Turn over your exam papers now.
 - ii. Remain in your seats.
 - iii. Do NOT talk.
 - iv. Safety & Security Services will soon give us the estimated time for the duration of the blackout, whether we will continue the exam, or whether we must evacuate the building.

3. What to do with exams

- a. If **not** started and students are permitted back into the exam room at the end of the episode, the exam may proceed.
- b. If started, and students are permitted back into the exam room at the end of the episode, the exam may proceed.
- c. If the exam does not resume, invigilators are responsible for collecting exams when they are permitted back into the room.

4. Responsibilities

- a. Invigilation Assistant
 - i. Makes announcements
 - ii. Decides if able to resume in consultation with Safety & Security Services
 - iii. Has telephone numbers (at the end of this document) and cell phone
 - iv. Reports to the Registrar's Office the exams that were interrupted.
- b. Registrar's Office
 - i. Consults with Academic Vice President and Provost about re-scheduling, resuming, or pro-rating the exam(s)
 - ii. Will re-schedule at first available time slot in exam schedule, including Sunday if necessary
 - iii. Will notify students and professors via email and through the website

- c. Students
 - i. Responsibility of the student to find out what alternate arrangements have been made for the continuation or re-scheduling of the exam

5. Scenarios

- a. Complete Power Outage
 - i. Inform students
 - ii. Evacuate building
- b. Partial Power Outage
 - i. Contact Facilities Management (902-867-2149) to determine likely duration of outage
 - ii. Inform students
- c. Inclement Weather, natural disasters
 - i. Consult with Director, Facilities Management Office, Leon MacLellan at (902) 867-2289
- d. Bomb Threat
 - i. Contact Safety & Security Services Office; they contact 911; await instructions from RCMP; possible courses are
 - Evacuation of building
 - Search but no evacuation
- e. Discover Fire or Smell Smoke
 - i. Inform students
 - ii. Activate the alarm
 - iii. Evacuate building
- f. Fire Alarm
 - i. Inform Students
 - ii. Evacuate building
- g. Someone becomes ill during class, exams, events, meals, after hours
 - i. Call the Safety & Security Services Office
 - ii. Continue whatever for others or decide other course of action
- h. Close the University?
 - i. Consult with Director, Facilities Management Office, Leon MacLellan at lmaclell@stfx.ca or (902) 867-2289

Emergency Numbers St. Francis Xavier University

CONTACT	HOURS OF OPERATION	CALLING FROM	
		CAMPUS	OFF CAMPUS
EMERGENCY	24 Hours	8-911	911
AMBULANCE	24 Hours	8-911	911
FIRE	24 Hours	8-911	911
HEALTH & COUNSELLING CENTRE	Mon & Thu 8:30am-8:00pm Tue, Wed, Fri 8:30am-4:30pm	2263	(902) 867-2263
	After Hours & Weekends	St. Martha's Hospital 8 (902) 867-4500 8 (902) 867-4229	St. Martha's Hospital (902) 867-4500 (902) 867-4229
FACILITIES MANAGEMENT	Mon - Fri 8:00am-4:00pm	2149	(902) 867-2149
	On Call 24 Hours	4444	(902) 867-4444
RCMP	24 Hours	8 (902) 863-6500	(902) 863-6500
SAFETY & SECURITY	24 Hours	4444	(902) 867-4444
ST. MARTHA'S HOSPITAL EMERGENCY	24 Hours	8 (902) 867-4500 8 (902) 867-4229	(902) 867-4500 (902) 867-4229
DRIVE U SERVICE	Daily 8:00pm-12:00am Wed & Fri: 8:00pm-1:30am	Pick up at upper level of Students' Union Building	
OFFICE OF THE REGISTRAR	Mon - Fri 8:00am-4:30pm	4994	(902) 867-4994
NS MENTAL HEALTH CRISIS LINE	24 Hours	8-1 (888) 429-8167	1 (888) 429-8167