

# Examinations

## *Information for Instructors*

### *On the day of your exam..... Please note the following:*

- **Arrive at least 30 minutes early** - Faculty Handbook regulations require that instructors arrive at their exam location no later than one half hour prior to the commencement of their exam, for examinations of all student sizes. This regulation is in place to allow time for instructors and proctors to set out materials, and more importantly, to resolve any unexpected problems to ensure the exam period begins and ends on time.
- **Make sure you have 1 proctor per 50 students** - At least one instructor (not a Teaching Assistant) must be present for the duration of the examination. The ratio of proctors to students per room is 1 proctor per 50 students. Faculty Handbook rules state that Chairs must provide our office with a list of proctors who will be in attendance at each examination. This list is due on the first exam script deadline.
- **Need equipment?** - For instructors who book classroom space for their exam, please ensure you pre-book the use of the equipment in the room by contacting Telecommunications at x 3588, or via e-mail at [audiovisual@brocku.ca](mailto:audiovisual@brocku.ca). Also note that access to lecterns that control computer/video projection must be unlocked based on prior request.
- **What if I am late for the start of my exam?** - It is important you be on time for your examination set up. Registrar's staff are not responsible for this task, and they have other duties to perform during this time. Examinations staff will not wait on your arrival to admit students to the gyms. Your students will be seated, without their exam paper in anticipation of your arrival. If the examination is running during normal office hours, we will make every attempt to contact you or, failing that, a member of your department or your Dean to advise of the situation and to locate someone who can attend and proctor the examination. In the evening and on Saturday, we do not have contact resources available. We will dismiss the students if you or someone designated as a proctor does not arrive within 45 minutes of the commencement of the examination. Depending on the circumstances, you may need to be prepared to move completion of a late start exam to another location in order to allow students the required extended time to finish writing.

### *Students are required to “bag it”*

The Registrar's Office will be providing students with a zip bag. Students will be instructed to place their personal belongings such as cell phones and laptops in the bag. Examinations staff will instruct students to place the bag under their chair for the duration of their exam, and empty only when they leave the exam room. A zip bag will be placed on each exam table during set up of the classroom and gym space.

### *Materials*

Registrar's Office examinations staff will provide the following materials on the day of the exam:

- Examination papers, if the Registrar has printed them.
- Examination answer books, if the paper requires those.

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- Instructor proctor card.
- Student attendance cards.
- Random seating cards where appropriate.
- Class-lists.

## ***Our Examinations Staff***

The Registrar employs examination staff whose responsibility it is to:

- Provide examination materials to instructors and their proctors upon arrival at the exam site, and during the exam period as required.
- Post examination row and seat information for students and instructors at the gym sites.
- Make all examination announcements to students.
- Document examination irregularities as observed and presented by the instructor or their exam proctors.
- Assist Instructors in cases of student illness, emergency and in cooperation with Campus Security as required.
- Assist Student Services staff regarding instructor contact for questions from students writing with a special need during the exam period.
- Collect student attendance and proctor cards from instructors during the examination.
- Collect all unused exam materials at the conclusion of the exam.
- Set out exam zip bags.