



**INSTRUCTIONS FOR CANDIDATES DURING EXAMINATIONS**

1. Candidates are responsible for arriving at the examination room on time with adequate supplies (pens, pencils, erasers, calculators, current I.D. card) and









## Administration of Examinations

At the conclusion of the examination, the Chief Proctor is responsible for:

1. The orderly conduct of the students during the collection of booklets.
2. The sorting and distribution of all completed examination booklets to the appropriate Proctors in the examination room. (Proctors must verify receipt of booklets by signing the nominal roll.)
3. The return of unused examination booklets to a neat stack at the front of the examination room.
4. The delivery of verified nominal rolls to the Department Chair (or for interdisciplinary courses, to the appropriate Associate Dean (Academic) or designate) following the examination.

### **DUTIES OF PROCTORS**

The Proctors will be responsible to the Chief Proctor for:

1. Arriving at the examination room 30 minutes before the start of the examination.
2. Performing those duties assigned by the Chief Proctor.
3. Collecting the completed examination booklets at the conclusion of the examination [Candidates will remain seated until a Proctor has collected their completed examination booklets. Candidates who leave the room and neglect to sign their name and submit their completed booklets to the Proctor will be considered as not having written the examination.]
4. Verifying receipt of completed booklets by signing the nominal roll.
5. Collecting the unused departmental supplies and returning them, and the completed examination booklets, to the department.

### **DIVISION OF RESPONSIBILITIES**

**The Registrar shall be responsible for:**

1. Notifying Chairs of departments (and Deans of faculties or registrars of Affiliated University Colleges where applicable) of Senate regulations and policies (e.g., deadlines) regarding examinations.
2. Collecting and processing information submitted by department Chairs (and Deans of faculties or registrars of Affiliated University Colleges where applicable)

## Administration of Examinations

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7. Dealing with students who arrive late at an examination.
8. Notifying department Chairs of their responsibilities where Senate deadlines are not met.

### **Chairs of departments shall be responsible for:**

1. Submitting information regarding the scheduling of examinations to the Registrar by the established Senate deadlines.
2. Assigning Proctors in accordance with the numbers specified by the Registrar.
3. Submitting examination papers for printing to the Registrar by the established Senate deadlines.
4. Delivering examination supplies (and papers where applicable) to appropriate areas.
5. Picking up examinations which have been written in the Conflict Room during the first working day following the examination date.
6. Monitoring and storage of returned nominal rolls.

### **Students shall be responsible for:**

1. Notifying their Associate Dean (Academic) or designate of Sabbath and Holy Day commitments by the course "Add" deadline of the appropriate term, as set out in the policy on Accommodation for Religious Holidays.
2. Checking the preliminary and final timetable postings.
3. Notifying the Registrar of any examination conflicts.
4. Notifying their Associate Dean (Academic) or designate of examination conflicts or personal conflicts requiring approval of a Special Examination.
5. Familiarizing themselves with the rules for conduct of examinations as stated in the policy on Administration of Examinations.



### **SUBMITTING EXAMINATIONS TO EXAMINATION SERVICES FOR ACCOMMODATED EXAMINATIONS**

All instructors must submit examinations to Examination Services a minimum of two business days prior to the scheduled accommodated examination. Where Braille text is needed, the examination must be received a full week prior to the scheduled examination.

Missing the two business day submission deadline could result in one or more of the following:

1. The instructor and/or department may become responsible for administering all aspects of the student's examination accommodations. This would be possible only when extra time and a quiet space environment are identified as the student's recommended accommodation from the Student Development Centre.
2. The department may be billed for the costs associated with Examination Services administering the examination on a last-minute basis, i.e., costs associated with staff overtime or special weekend staffing.
3. The examination may be cancelled and rescheduled for a future timeframe. The