

McGill University
Enrolment Services
Examination Invigilation Instructions
December 2008 Edition

A. University Examination Regulations

All final exams are governed by the University regulations and by the specific regulations of the Faculty administering the course. Conduct during examinations is also governed by the *Code of Student Conduct and Disciplinary Procedures* in the *Handbook of Student Rights and Responsibilities*. Any alleged breach of University and or Faculty regulations will be reported to a Faculty authority (i.e. Chief Invigilator, Disciplinary Officer or Dean) for appropriate action.

Regulations:

1. No candidate for an examination may bring into the examination room any books, notes or other material containing information pertaining to the examination unless the examiner has given instructions that such material will be allowed. Cell phones and all other communications devices must be turned off and must not be in the possession of the student during the exam. Anything brought into the examination room is subject to inspection.
2. Calculators are not allowed unless otherwise specified. It is the candidate's responsibility to ascertain whether the use of calculators is permitted, and, if it is, whether any restrictions are imposed on the types of calculators that may be brought to the examination. Engineering students may only use Faculty Standard Calculators unless specified otherwise by the course instructor and on the approval of the Associate Dean (Student Affairs).
3. Translation dictionaries (e.g., English-French) are allowable except in courses where knowledge of a language is one of the objectives of the course. Translation dictionaries must not include any definitions or synonyms. Other dictionaries (thesaurus, definitions, technical) are not allowed unless otherwise specified.
4. Notwithstanding the above, electronic dictionaries, whether they are translation or otherwise, are never allowed.
5. Talk or any other form of communication between candidates is forbidden.
6. Candidates must not use or attempt to use any improper source of information. No information of any kind that might be of assistance to another candidate is to be written on the question paper.
7. Students writing examinations are responsible for arriving at the right time and place. Forgetfulness or inadvertently arriving at the wrong time or place cannot be considered acceptable excuses. Candidates will be permitted to enter the examination room quietly up to one hour after the scheduled start of the exam. After this time they will be admitted only by special permission of the Deputy Invigilator or the Chief Invigilator.
8. Students must have with them their McGill student identification cards.
9. Candidates are not permitted to leave the examination room until one hour after the examination has begun, and in no case before the attendance has been taken.
10. A candidate who leaves before the examination is over must hand in all completed and attempted work. All work must be done in accordance with the examination instructions, and must be handed in to the invigilator.
11. The Exam Security Computer Monitoring Program may be used to detect pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence, either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures. Any breach of these regulations will be reported to the Chief Invigilator and to the Disciplinary Officer of the student's faculty for appropriate action. A student found guilty of cheating or attempting to cheat is liable to expulsion from the University.

Procedures:

12. Students must place bags, coats, cell phones, pagers, pencil cases, calculator covers and any other material not required for the exam such as to the sides or the front of the examination room, away from the desks, in a place designated by the invigilator.
13. The doors of the examination room will normally be opened 10 minutes before the starting hour.
14. Students may not leave the examination room during the last fifteen minutes of the exam.
15. Candidates must remain seated. A candidate needing to speak to the invigilator (e.g., to ask for additional supplies or to request permission to leave the examination room for any reason) should so indicate by raising his or her hand.
16. Questions concerning possible errors, ambiguities or omissions in the examination paper must be directed to the invigilator, who will investigate them through the proper channels. The invigilator is not permitted to answer questions other than those concerning the examination paper.
17. At the close of the examination, candidates must stop writing and submit their work at once.
18. If a student feels that the obligation to maintain an appropriate environment was not fulfilled, the student has the right to appeal through various routes including the Associate Dean (Student Affairs), the Department Chair and the Ombudsperson for Students.

B. Enrolment Services Exam Office Structure: Roles & Responsibilities

The Chief Invigilator & Project Coordinator:

- Ensures that University Examinations Regulations are being followed during the Final exam periods.
- Responsible for hiring, training and coordinating schedules and payroll of invigilators.
- The first point of contact is the Project Coordinator: Local 2207, email: Invigilation@mcgill.ca

The Deputy Invigilators:

- They are the principal managers of the various exam office locations.
- They are present during the whole exam period and see that both invigilation and administration are done according to instructions and established procedures.
- All exceptions during an exam session must be reported to the Deputy Invigilator.

Office Assistants:

- Perform a variety of operational tasks revolving around the preparation and finishing stages of exams.
- In the absence of a Deputy Invigilator, all exceptions are to be reported to the Office Assistant.

Circulators:

- Circulators will collect complete signature sheets, assist with requests, and be available to accompany students to the washroom.
- Circulators also relieve invigilators for 10 minute breaks.
- If for some reason, the invigilator must leave the room, the circulator or deputy invigilator should be contacted.
- Circulators are available to the invigilators for consultation regarding the appropriate application of the regulations.
- Stamp "Written without proper ID" on exams written without proper ID cards.

Invigilators:

- The primary duty of invigilators is to ensure that students may write exams and demonstrate their academic ability under circumstances that are as conducive as possible to this exercise.
- Ensure that there is no interference of any student by another student, that there are no distractions or disruptions in the neighborhood of the student's writing place, that constant attention be paid to those students under your surveillance, and that cheating not be permitted.
- It is also important to ensure that no materials other than those permitted by the instructions of the particular examination be brought to the student's place in the examination room and that the 'no cell phone' regulations be observed.
- Experienced invigilators may be assigned to various roles requiring more responsibility during an exam period such as a Circulator.
- All invigilators report to the Deputy Invigilator for the exam office location they have been assigned to.
- If you are uncertain of the best procedures to apply in any situation, please consult a Circulator or the Deputy Invigilator.

Helpful Guidelines

- Wear soft-soled shoes, such as sneakers, so as not to make noise when walking around the room.
- Bring a sweater in case the heating is inadequate.
- Wear a watch.
- Bring a pen and a pencil.
- Wear the name tag that has been assigned to you for identification purposes and when you are invigilating.
- Please do not bring food, computers, books, or any other personal materials in to the exam room.
- Do not leave the exam room unattended.
- Arrive at the invigilation office by 8:00 a.m. for a morning exam or 1 p.m. for an afternoon exam.
- Sign in at the posted session work sheet.
- If you are unable to work an upcoming shift, notify the Deputy Invigilator and fill out the Invigilation Cancellation form located in the exam office. You must give at least 24 hours notice.
- Keep track of any changes made to your schedule or extra time worked. At the end of each week, complete the Payroll sheet and confirm with your Deputy Invigilator on total hours.

C. Before the Exam:

There are four exam offices: Gym, Trottier, FDA and Bronfman. Some procedures may vary in the exam office that you are assigned to. Please pay attention to local procedures which will be explained by your Deputy Invigilator at the start of the exam period.

Prepare the exam room:

- Report to the Deputy Invigilator for instructions on handing out materials (i.e. exam papers, exam booklets, multiple-choice answer sheets if needed, logbook sheets or alpha lists, and white and yellow signature sheets).
- Unless you are invigilating in the Gym complex, you will need to take a box of seat-number tickets for your room.
- *If different exams* are being given in your room, or in rows that you are supervising, make sure that the exams are striped in alternating rows as indicated to you by the Deputy. Use a different colour booklets for each exam.
- *If different versions* of the same exam are being given, make sure that the different versions are striped in alternating seats as indicated to you by the Deputy.
- Scantron sheets have pre-printed version number so make sure that the answer sheet and the multiple-choice exam version are properly collated before the exam begins (exam version 1 with answer sheet version 1, and so on).
- Read the instructions on the front of the examination package and on the examination paper itself. Be very careful about all instructions. For example, if students are to receive three booklets each, then make sure that this is what they receive at the outset. If you are not sure about any of the instructions, ask the Deputy Invigilator for clarification.
- Note and memorize the name of your exam, and the instructions and conditions for it: where else it is being held, professor, use of calculators, dictionaries, etc.
- Have exam booklets laid out and ready to distribute to students by 8:40 a.m. or by 1:40 p.m. at the latest. If you are supervising a multiple-choice exam, the answer sheets must not be distributed beforehand.
- For rooms with seat-number tickets, sort the tickets into two piles, one pile containing the tickets for the outside rows and columns. Reserve this pile for latecomers, so the inner desks will fill up first.

- Once the examination booklets have been placed on the examination desks, under no circumstances may that area or that room be left unattended. In case of an emergency, follow emergency procedures outlined in this manual.
- On the chalkboard, write what exam/course will correspond to which colour and row to ensure students are writing the correct exam. Also, indicate if open/closed, material permitted calculator, etc.

Admitting students into the exam room:

- Students may be allowed into the examination room 10 minutes prior to the start of the exam. They may NOT sit at their desk with any study material.
- Do not admit more students than you have exams – send or escort students to another exam room. Consult the room schedule provided.
- Make sure seating cards have been shuffled. Do not hand out more seating cards than the number of exams being written in the room. Students must sit at the corresponding desk.
- Announce to students in line, which exam is being written and in which row before they enter the exam room.
- Students MUST show their McGill ID card before entry into an exam room, and before they receive a seat card.
- Students must be told to deposit coats, bags, books, and other unauthorized material in permitted areas. (Students are allowed to keep translation dictionaries at their desk unless otherwise specified by the instructor. Calculators are not allowed unless otherwise specified.)
- Use the exact script on the back of this manual to read instructions as students are coming into the room.

Notes about Calculators:

- 1) Calculator covers MUST be removed and placed with the student's other belongings. If not done so by the student, the invigilator must remove it for the student.
- 2) The Faculty of Engineering Standard Calculators are: CASIO fx-115, CASIO fx-991, SHARP EL-520, or SHARP EL-546. These will be required for some examinations. Under these circumstances, *no other calculators will be permitted*, regardless of their level of sophistication. **NON-REGULATION CALCULATORS WILL BE REMOVED AND NO REPLACEMENT CALCULATOR WILL BE PROVIDED.**
- 3) Any unauthorized type of calculator must be removed. The student's name and desk number should be recorded and reported to the Deputy Invigilator who will contact the Professor directly for verification.

Notes about Open Book exams:

- 1) Make sure students are aware of which books and notes are permitted, as indicated on the Examiner's Information Sheet by the examiner. They should remove all other material to the side of the exam room's walls.
- 2) If crib sheets are permitted, invigilators must verify the student does not violate the recommended amount of pages or written format.

Notes about Late Arrivals:

- 1) Students who arrive less than 1 hour late for an exam, may enter the exam room, however, extra time will NOT be given. If the student wants extra time, they must go to the Deputy Invigilator for permission. ONLY the Chief Invigilator may allow a student to receive extra time to complete his/her exam.
- 2) After 10:00 a.m. or 3:00 p.m., send all late arrivals to the Deputy Invigilator who will contact the instructor **if no one has left the examination**. If the instructor gives either written or telephoned permission, then a student may sit the examination. If the instructor cannot be contacted but no one has left the room, the Deputy will allow the student to write, but warn the student that the professor reserves the right not to mark the exam paper. In such cases, no extra time is allowed.

D. During the Exam:

Attendance and Identification:

- Attendance must be taken approximately 15 minutes after the examination has started. Invigilators should not rush through this procedure. At this time, only student ID, desk# and signature is required.
- Circulate signature sheets or class lists. Use white signature sheets for students with their McGill student I.D. cards or for visiting students who may present a valid I.D. from their home university. Use yellow signature sheets for those without proper I.D. cards. Make sure the course number for each signature sheet is clearly filled out (no abbreviations please).
- Collect ID cards and seat-number tickets as you circulate; verify faces from the ID photos. Retain I.D. cards and return them only when students hand in their papers. If a student has forgotten their university ID card, collect some other form of identification from them, such as a social insurance card, or a hospital card. Make sure that students without valid university IDs have signed the yellow signature sheet. They should each be given the slip of paper informing of No ID procedures.
- **Always use a separate sheet for each row, as well as for different exams.** All sheets must be identified by room, row number, subject and course, and be tallied and signed by you. The seat number appears on the left-hand side of the signature sheet. Each student must sign on the line corresponding to his seat number, starting from the front of the row. For every empty seat, mark 'empty' on the corresponding line. For Engineering Exams: use class lists per course.
- While you are circulating the signature sheet, check that each student has signed all exam materials. If they haven't, have them sign immediately. Then tick the appropriate box on the signature sheet confirming that their materials have been signed. This is *very* important for multiple choice Scantron sheets.
- As soon as the signature sheets are completed, keep a written note of the number of students under your surveillance. You should check this number each hour to ensure that no student has entered the examination room or left it without permission or without leaving an examination paper. Report any irregularities to the Deputy.
- Students may not leave until they have signed the signature sheet. New students may not enter the examination room after anyone has left.
- If a student asks for an additional booklet, make sure the student signs the booklet immediately. Wait while the student does so.

Notes about Professor Attendance:

- 1) Have an attendance sheet on hand for instructors to sign as they enter the room. Make sure they sign and write down a phone number where they can be reached during the exam period.
- 2) If a student has a question for the professor, but the professor is not in the exam room, the invigilator should contact the professor. If there is no answer, the invigilator should call the associate examiner, then the chair or ask the secretary to help locate someone who can answer the question. In all cases, invigilators should use the Deputy Invigilators to assist them in locating the professor.

Invigilating the exam:

Conditions for a smooth exam: Be alert, invigilate unobtrusively, and always be ready to answer raised hands. Be courteous at all times. Do not try to answer questions of substance. If you receive this type of question, locate an examiner should be contacted with the help of a circulator.

Remain attentive in your duties: Reading, writing, eating, chatting with other invigilators, and any other 'off-duty' activities are under NO circumstances allowed in exam rooms. Spend your time walking around the back of the room. If there is more than one invigilator in the room, one of the invigilators should be stationed at the back of the room.

NEVER leave the exam room unattended.

If someone enters the exam room and you do not know who she/he is, ask for identification and the purpose for their visit. If they have no reason for being in the room, ask them to leave at once and inform the Deputy Invigilator ASAP.

Respond to the needs of the students: If a student informs you that they cannot continue the examination, show special care and concern when you question the student. The student may be ill, they may need to go to the washroom or they may be disturbed by some localized noise and may need to be moved to another area.

In Case of Illness: Read out the script (H2) on deferred exams and have a circulator replace you so that you can escort the student to the Deputy's office. The Deputy may have a circulator escort the student to Health Services. You and the Deputy will fill out an incident report. Make sure that the student's exam is put into a special envelope addressed to the professor with a note concerning the incident. *Please refer to Appendix A: Dealing with Students Experiencing Acute Anxiety.*

Bathroom: If a student wishes to go to the washroom, you must accompany them. If you are invigilating the exam alone, wait for the Circulator then escort the student to the washroom. You must enter the washroom with the student - do not simply wait outside in the hall. Ensure that a female invigilator escorts female students and male invigilators escort male students. If same sex escort is not available, have the circulator locate the appropriate same sex escort. Students must sign out on the Bathroom Log form. Invigilators should complete the rest of the form with the student's time out & time in and then initial it. Make sure that the times in and out are accurate. Use the same procedure if a student wishes to leave the exam room for a short period of time.

Cheating: If you suspect a student of cheating, or if you see students communicating, whispering or talking, alert the Circulator or your invigilation partner of your suspicions. Advise the Deputy Invigilator of your suspicions. You or the Deputy Invigilator will confiscate the materials and notify the student that a report will be made. In the case of a noisy student or suspect of collusion, you may opt to move the student(s) in question to another seat if space permits. In all cases, let the student(s) continue writing the exam; collect any incriminating evidence you will have found such as notes, cell phones, and other illegal materials. Prepare the Incident Report carefully, taking special care in the identification of the students (refer to row and seat number) and in describing the case. Make sure your handwriting is legible and that the language you use is objective and accurate. Leave your report with the Deputy. The incident report will be submitted to the Chief Invigilator who will determine whether the incident requires further action. If that is the case, the report will be forwarded to the Disciplinary Officer.

Should the Disciplinary Officer decide to pursue the incident, you may be invited to relate your version of the events to the Chief Invigilator, the Disciplinary Officer and possibly at a disciplinary hearing. In all cases where an incident is escalated to a hearing, you will be informed of the protocol and procedures by the Chief Invigilator. It is important to note that all incidents are to be dealt with discreetly and should only be discussed with your immediate superiors: the Deputy and Chief Invigilator.

E: The end of the exam:

Read from the invigilation script for the last 15 minutes of the exam.

Collecting Exams:

- Please refer to the invigilation script for announcements to be made toward end of exam.
- Once the exam is announced as ended, all students must stop writing and remain seated until their exam has been picked up. Students who do not stop writing as instructed must be reported in an incident report.
- Have students remain seated while you collect their exam booklets unless the exam instructions state that exam papers have to be submitted by the students. Make sure the students have signed all material to be handed in and have indicated the number of booklets that they have used. Make sure that the exam materials they hand in are complete.
- If students are writing an exam with multiple versions, make sure the version number on the exam paper corresponds to the version number on the answer booklet or answer sheet. If students are required to use 4 booklets (one answer per booklet, for example), make sure that the student returns 4 to you. If not, indicate this on the student's first booklet.
- Hand back the student's ID card once you have finishing verifying and collecting their materials. When all the materials have been collected and the IDs have been returned, announce, *"You may now leave."*

Counting completed exams:

- Keep the exam booklets and papers in piles according to the number of rows in the room to match the signature sheets. Identify each pile of booklets by row number. The tally for each pile of booklets must match the number of signatures on each signature sheet.
- Look carefully at any booklets that have been written in but are unsigned. If scrap paper is allowed or if the student has specifically told you that a booklet is scrap paper, it may be thrown away. Otherwise, fill out an incident report and submit it, along with the paper or the booklet, to the Chief Invigilator.
- When you have collected all exam booklets and exam papers, count them and bring them into the office for re-counting by the Deputy. For exams where the instructor has specified that all used and unused exam papers be returned to the department, you are responsible for the tally of all the unused exam papers as well as the used exam papers in your area. You must await the result of this procedure. Circulators and invigilators will be called upon to assist with wrapping and labeling of completed examinations.
- Hand in the instructors' attendance sheets to the office assistant.
- Hand in the logbook sheets to be submitted to the Chief Invigilator.

- If instructors indicate that they want to pick up their examinations once they are complete, they must do so from the exam office never from the exam room.
- Only the Deputy will tell you when you are free to leave.

Lost and Found:

Invigilators who find articles left behind by students should give them immediately to the Deputy. Remember to indicate the room, time, date on the article. The Deputy will in turn ensure that the articles are returned immediately to Enrolment Services in James Admin 205 where they will be kept for the duration of the examination period. As soon as the exam period is over, they will be sent to the Lost and Found Office in the Ferrier Building, 4th floor.

F: Circulators

Circulating invigilators act as liaison between the invigilators and the Deputy. In addition to all of the duties outlined in 'Invigilators', in the previous section, the circulating invigilators have the following responsibilities:

1. Assist new invigilators where possible with the appropriate application of the regulations and procedures. Encourage the new invigilators to speak to you about the problems that they have encountered, and give advice and direction where you can.
2. If you encounter problems with an invigilator not respecting the procedures, or with any other exam irregularity, either send the invigilator to the Deputy Invigilator, or speak to the Deputy Invigilator yourself.
3. Assist students in getting seated. If the exam room has striped seating, make sure that students sit in the appropriate rows. If the room is full, assist the students in finding other rooms where the same exam is being held. For exams in classrooms, all rooms have assigned seating; assist the students in finding the seat that corresponds to the seat-number ticket that they have selected.
4. *** Pick up the signature sheets from the invigilators after an hour into the exam, and double check the total signed against the actual number of students. Stamp the booklets of students without McGill ID, or in the case of Visiting students, a valid university ID. Return the signature sheets to the Deputy's assistant for tallying. The Deputy will ensure that the original sheet of the yellow signature sheets is taken to Enrolment Services in James Administration 205 during the exam period.
5. *** Check the washrooms before exams and periodically during exam periods for suspicious notes or materials that might be intended for cheating purposes. Make sure you record the bathroom sweeps on the appropriate form.
6. Escort students to the washroom, as indicated to you by the invigilator. Have them sign out and sign in again on the exam logbook sheet. Make sure that the times indicated are accurate.
7. Assist and replace invigilators as needed
8. On behalf of the Deputy, relay any additional instructor information to the invigilators.
9. Be alive, proactive and helpful. You are a resource for many people!
10. Assist with the tally and packaging of exams at the end of the examination session. Only the Deputy will tell you when you are free to leave.

G: Conflict Room

Students writing in the Conflict Room will have two exams to write, one in the morning and one in the afternoon. They have been told to bring their lunch. They are not allowed out of the examination room unsupervised. All students remain in the Conflict Room over the lunch period. The Conflicts invigilator will stay over the lunch period. Students with an afternoon exam conflict will be escorted to the location of their afternoon examination by an invigilator who is assigned to this task. The invigilator should collect their ID cards, drop off the students at the location indicated, and then hand the ID cards to the new invigilator.

1. Sign in at the Conflicts Room with the Conflicts Coordinator.
2. Accompany the Exam-Conflict Coordinator to pick up exam papers and supplies from the vault, James Administration 105 by 8:20 a.m. at the latest for morning exams and 1:20 p.m. at the latest for afternoon exams.
3. Check the daily list that you will be given when you pick up the exams. If you have any questions, speak to the Exam Coordinator.
4. Read the instructions on the front of each envelope carefully. Make sure that you give out the appropriate exam materials.
5. Do not tear open the envelopes as you will reseal them at the end of the exam and deliver them to the vault. Cut the envelope open across the orange seal.
6. If a student's name is listed on the envelope but they did not show up to write the exam, please put DNW (did not write) next to their name and inform the Exam Coordinator when the exams are returned to the vault.
7. Follow all relevant invigilator instructions as indicated in the previous section of this instruction booklet; in particular, preparing the room, allowing students into the room, announcements, ill students, cheating, and signature sheets.
8. Do not start the exam until students have signed all exam materials.
9. While you are circulating, check that students have signed all exam materials.
10. Make sure that you circulate a separate signature sheet for each examination being written and a separate yellow signature sheet for each examination being written without appropriate ID. Make sure that the original sheet of the yellow signature sheets is taken to Enrolment Services in James Administration 205 during the exam period.
11. Keep a tally of the number of students writing each exam. Make sure that the number corresponds to the number of signatures on the signature sheet, to the number written onto the green slip, and to the number of exam papers handed in.
12. Return each signature sheet separately from the exam answer sheets; do not put it in the envelope with the exam answer sheets. Put all signature sheets in an envelope marked "Signature Sheets".
13. Collect all exam papers, used and unused, regardless of the instructions on the exam paper. Do not allow any students to keep any copies whatsoever. If the instructions allow the students to do so and they ask for a copy, they may see the professor afterwards for a copy of the exam paper. Insert all exam papers in the appropriate envelope, along with the answer sheets. In the case of an incomplete exam for a student who fell ill and was escorted to Health Services during the exam period, place a note on the exam concerning the incident.
14. Complete the green delivery slip for each envelope and attach to the envelope.
15. Have a second invigilator double check the information entered on the green delivery slip against the contents of the envelope.
16. Return all the envelopes and supplies to the Enrolment Services Exam Office in James Administration 105.
17. Maintain complete silence over the lunch hour to avoid cheating and to allow students to study. Sometimes the same exam will be written in the morning by some students and in the afternoon by others. Keep these students separated if at all possible.
18. If you have any problems, please contact the Exam Office, James Admin. Room 105.
19. **Students cannot use laptops, MP3 players, electronic/internet accessible equipment during the lunch/rest period.** They will have been advised of this rule and should not question this at any point.
20. **All students leaving from and/or arriving to the conflicts room should be escorted by an invigilator.**

H. Invigilators of Supplemental and Deferred Examinations

Arts and Science supplemental and deferred examination take place twice a year: in May for courses taken during the previous fall term, in August for courses taken during the previous winter term. Students will have registered for a deferred or supplemental exam in the Enrolment Services Exam Office by the specified deadlines.

You will find that instead of one or two examinations per room, you may have up to twenty examinations in one room, sometimes with only one student writing each examination. Clearly this requires extra care and attention in setting up the room, ensuring that students are properly seated, and in collecting examination papers and booklets at the end of the examination period.

Students who fall ill during a supplemental or deferred exam, and who cannot continue the examination because of illness, should be escorted to the Deputy Invigilator, who will in turn see that the student is escorted to Health Services for immediate attention. The student should get a medical note from Health Services confirming the illness and then, within a week of the exam, the student should go to the Student Affairs Office. We do not defer supplemental and deferred exams to another period, as we do for the final exams, so the student's only recourse is to request a withdrawal from the supplemental or deferred exam. Please make sure that you provide students with the correct information, depending on whether they are writing a final exam, or a supplemental or deferred exam. Read the script provided to the student, section H3.

Professors are not obliged to drop by the examination room for deferred and supplemental exams. However, we should be able to contact them or someone in their department who can respond to student questions. If any student has a question for a professor, call the professor in the first instance. If there is no response, call the chair's secretary and ask her to have the professor or the associate examiner paged. If that doesn't produce results, speak to the departmental Chair. If that still doesn't work, speak to the deputy who will speak to the Chief Invigilator.

Before you leave the invigilation office:

1. In some cases two different exam papers will be available for the supplemental and deferred exams in the same course. This should be specified to you by the Deputy and on the cover page of the exam paper. Be clear about this before you leave the invigilation office.
2. Read the instructions on the front of each envelope carefully. Before you leave the invigilation office, make sure that you have the appropriate booklets or answer sheets depending on the instructions.

In the exam room:

3. Do not tear open the envelopes as you will reseal them at the end of the exam and deliver them to the Deputy Office. Cut the envelope open across the seal.
4. Follow all relevant invigilator instructions, in particular, preparing the room, allowing students into the room, announcements, ill students, cheating, and signature sheets.
5. If one of the exams in your room is a multiple-choice exam with only one version, space out the students appropriately so that they cannot see the answers of their neighbor. Ideally a completely different exam should be striped beside this one.
6. Distribute the appropriate exam and exam materials to the students registered for that exam.
7. Circulate a separate signature sheet for each examination being written, and a separate yellow signature sheet for each examination written without appropriate ID.
8. Keep a tally of the number of students writing each exam. Make sure that number corresponds to the number of signatures on the signature sheet, to the number of exams handed in, and to the number written onto the green slip. If there is any discrepancy, report it to the Deputy Invigilator.
9. Collect all exam papers, used and unused, regardless of the instructions on the exam paper. Do not allow any students to keep any copies whatsoever. If the instructions allow the students to do so and they ask for a copy, they may see the professor afterwards for a copy of the exam paper. Insert all exam papers in the appropriate envelope, along with the answer sheets.
10. Double check the information entered on the green delivery slip against the contents of the envelope, the number of students who wrote the exam and the number of signatures on the signature sheet. If there are any discrepancies, inform the Deputy.
11. Attach the left side of the green slip to the envelope, leaving the right side free to be torn off by the professor upon receipt of the package.
12. Return each signature sheet separately from the exam answer sheets; do not put it in the envelope with the exam answer sheets. Put all signature sheets in a marked envelope and return to the Enrolment Services Exam Office along with the exams.

Security Procedures

1. Power Failure

If there is a power failure, the Deputy Invigilator should contact local 3000 or the Facilities Call Center, at local 4555, regarding the duration of the power outage.

1.1 Power failure before the exam session

If the power failure takes place before the exam session, do not begin the session until power is restored.

If the duration of the power failure is such that the exam cannot begin, (for example, one and a half hours), the exam will be rescheduled (preferably for a period immediately following the current schedule, if available; for example, the same evening). Students unable to write the rescheduled exam because of travel plans, etc, will be allowed a deferred exam in the next examination period.

1.2 Power failure during the exam session

a. If the outage occurs in the first two hours of the exam and is less than one and a half hours, students will be given extra time equivalent to the duration of the outage. Students must be told to remain seated and silent during the power outage. They may not use any unauthorized materials during this time. This includes cell phones and mp3 players.

b. If the outage occurs in the first two hours of the exam and is longer than one and a half hours, wait for instructions from the Deputy Invigilator to cancel the examination and inform students to contact the Student Affairs Office the next day for details.

- If the elapsed time in the exams was less than two hours, then the exam will be rescheduled, preferably for a period immediately following the current schedule.

- If the elapsed time in the exams was more than two hours, then the exam will either be rescheduled or prorated, depending on the advice of the instructor.

2. Emergency Alarm

If the emergency alarm is activated, everyone should evacuate the building immediately. Students should leave their exam papers and exam material on their desks. Instructions will be provided by the Deputy Invigilator once evacuation has taken place. Students should also be informed to report to the Student Affairs Office the following day for details about their exam.

The examination will be rescheduled, preferably for a period immediately following the current schedule, if the elapsed time in the exam was less than two hours when the evacuation occurred.

The exam will either be rescheduled or prorated, depending on the advice of the instructor, if the elapsed time in the exam was more than two hours when the evacuation occurred.

If invigilators are allowed back in the room after the evacuation, they should separate out the completed exam papers from the incomplete papers and submit both packages, clearly identified as such, to the Deputy Invigilator.

3. Students or staff requiring an ambulance

If a student or staff member becomes seriously ill and requires an ambulance, the deputy should call 911. The gym deputy should also call the security guard at 2341 and Sports Medicine Clinic at 7007.

4. Bomb Threat

4.1 Call emergency

Anyone receiving a bomb threat call should immediately advise the McGill Dispatcher at local 3000. The call will be recorded in the Dispatcher's Logbook and the following sequence will be followed by the Dispatcher:

- a. the Montreal City Police will be advised by calling 911;
- b. Manager Security Services or Security Services Agents will be notified;
- c. a mobile unit will be dispatched immediately to the entrance of the building;
- d. the Building Director will be notified;
- e. Persons identified above will meet at the Porter's Office or entrance to the building.

4.2 Search

Upon arrival at the scene, Manager Security Services, or one of his representatives, will assume responsibility and evaluate the circumstances surrounding this particular call and take the necessary course of action, one of the following:

- a. a complete evacuation of the building and a building search;
- b. a building search only, no evacuation;
- c. a discreet building sweep by Security Services staff.

If, for unforeseen reasons, the Security Services staff is unavailable, a person will be appointed to represent Security Services at the scene.

4.3 Search Crew

- a. A search crew composed of fire monitors, Security Services staff, and Building Services staff will be responsible for the interior of the building. The Montreal City Police and Security Services will conduct an exterior search.
- b. All communications will be by telephone. Walkie-talkies and cellular phones are not permitted.
- c. Every building should have an assigned staff member to assist Security Services staff; these staff members will also be fire monitors. The Building Director must ensure that an adequate number of monitors exist and that their names and locals are identified to Security Services.
- d. Security Services staff will dispatch a number of agents to offer whatever assistance is necessary.
- e. Building Services will supply two or three key service personnel to assist in the emergency.
- f. Security Services staff will assign the search crews specific areas to survey. Security services staff will instruct the search crew on what to look for and on how to check for abnormalities. Their findings must be reported immediately.

4.4 Precautions to be taken should a package be discovered

- a. Do not touch it or move it.
- b. Do not assume that it is the only one.
- c. Notify your Liaison Officer immediately.

4.5 Evacuation guidelines

In the case that an evacuation is considered necessary:

- a. A person will be assigned to the Porter's Office or a strategic location to serve as the Liaison Officer between search crews.
- b. The building users will be evacuated following the same procedures applicable to a fire evacuation.
- c. The building users will be advised to remove their personal property and leave drawers and cabinets unlocked to facilitate the building search.

Invigilation: Dealing With Students Experiencing Acute Anxiety

Recognizing Acute Anxiety (Panic)

The student may experience any of the following symptoms alone or in combination:

- A feeling of anxiety
- A pounding heart
- "Missed" or irregular heartbeats
- Heart racing, fast heart rate or palpitations
- Tightness across the chest
- Rapid shallow breathing (hyperventilation)
- A feeling of being unable to take a deep breath
- A "lump" in the throat
- Difficulty swallowing
- Headache
- Feeling faint or fainting
- Blurred vision
- Tremor or shaking
- Aching muscles

Among healthy students, the symptoms listed above can generally be attributed to acute anxiety, and there is no need to call emergency medical services (9-1-1).

What to do when a Student is Experiencing Acute Anxiety (Panic)

1. Normalize and remove confusion about the student's symptoms

Tell the student that it is common for students to experience acute anxiety during final exams. Explain to the student that none of the symptoms he is experiencing are life-threatening, and that they could be reproduced under other stressful conditions.

2. Help the student relax – don't tense or fight or "stoke the fire"

Panic comes in a wave that always eventually dies down. The student should remain seated, take deep breaths and let them out slowly, and let his body loosen to the best of his ability. Recovery lies not in the absence of symptoms, but in the ability to cope with symptoms and the attitude towards symptoms.

3. Let time pass – don't be impatient with time

The student should try to let go, and wait until the flash of panic spends itself. Looking back and worrying about how much time has passed only increases stress and prolongs the illness.

If the student is hyperventilating:

Ask the student to deliberately slow down their breathing rate by counting or looking at the second hand on a watch.

If the student is feeling faint or has fainted:

Symptoms to look for: dizziness, nausea, weakness, dimming vision, a ringing sound in the ears, and feeling hot. Next, their vision turns black, and they drop to the floor or slump if seated in a chair.

What to do: have the student sit down on a chair with his head between his knees, or lay the student down on his back with his feet elevated 45 degrees above the ground using an empty exam box or a chair (this position helps the blood return to the heart and brain).

If the student continues to exhibit symptoms associated with fainting, the invigilator should alert the Deputy Invigilator who will contact emergency services (9-1-1) and/or campus security (local: 3000 anywhere on Campus).

Appendix B: English Scripts

Invigilator Exam Script:

The script to read as students are coming into the exam room is as follows:

"All papers, books, bags, coats, pagers, cell phones, palm pilots, electronic dictionaries, and any other material not required for the exam must be placed against the classroom's walls. Also, please remove pencil cases and calculator covers. If you have not done so, an invigilator will remove them for you. Please be aware that anything you have brought into the examination room is subject to inspection.

Place your McGill student ID card on the desk to be verified by an invigilator. If you are a Visiting or Exchange student from another university, place your university student ID on the desk."

Once students have put their personal effects in the designated area and have their ID cards ready, say the following,

"The invigilator will now distribute the exams face down. Do not turn over the exam paper until you are told to do so.

If you do not feel that you are in good enough health to write this examination, Please leave NOW and go to McGill Health Services to see a physician and then see your Student Affairs Office. If you remain in the room after the start of the exam has been announced, it is assumed that you have made a commitment and will be graded on ALL material submitted."

Then the invigilator will distribute exam papers face down. Examination papers and multiple-choice answer sheets are distributed together at the start of the exam, not before. No examination papers are to be placed on empty desks or seats. When everyone has been given an exam paper, the invigilator then tells the students the following:

"You are not permitted to leave the exam room during the first HOUR. During the last fifteen minutes of the exam, ALL students must remain seated until your exam papers have been retrieved. Students, who leave during the last 15 minutes without permission, will be reported to their Student Affairs Office.

If, for any reason, you need to leave the examination room during the examination period, or if you are unable to complete the examination, for example, because of illness, you must signal the invigilator.

When you have finished the exam, you must signal the invigilator and remain seated until the invigilator checks that you have signed the signature sheet, collects your exam paper, and returns your McGill student ID card to you.

Verify that you have received all the correct exam material.

Write your name on your examination paper and on the answer sheet or booklet. Remember to put your name on ALL of your answer booklets."

Wait while the students sign all exam materials. Other invigilators should circulate and ensure that students are signing their material. Once the students are finished, continue:

"All exams are a full three hours in duration. The exam will finish exactly three hours from the time we start the exam. I will write the time on the blackboard every ½ hour."

If the exam is multiple choice, read the following (otherwise, just the last line):

"Check that the version number at the top of your answer sheet corresponds to the version number on your exam paper. If it does not, please signal to me now.

You should be aware that the Exam Security Computer Monitoring Program may be used to detect pairs of students with unusually similar answer patterns on multiple choice exams. Data generated by this program can be used as admissible evidence, either to initiate or to corroborate an investigation or a charge of cheating under section 16 of the Code of Student Conduct and Disciplinary Procedures."

"You may now start the exam."

At the last 15 minutes of the exam, say the following:

"There are 15 minutes remaining. No one is allowed to leave the examination room until the exam period is over and all exam papers have been collected and the IDs have been returned."

End the exam at the exact time specified. Say the following:

"The examination period is now over. You must stop writing now. Close your examination booklets and papers. Make sure that you have signed all relevant materials. Remain seated until all papers have been collected and everyone's ID has been returned."

Script for students who become ill during final exams:

Is it possible for you to continue with your exam after a washroom visit, a drink of water, or perhaps a walk outside in the fresh air for a few minutes? If not, you should follow these procedures to request a deferred examination.

What is a deferred exam?

If approved, the exam you are writing now will be postponed to the following term. Arts and Science deferred examinations from the fall term are written during or at the end of the winter-term exams. Arts and Science deferred examinations from the winter term are written during the last week of August of the same year.

Who grants a deferred exam and for what reasons?

Permission is granted only in the case of serious, documented medical or personal crisis by the student's home faculty Student Affairs Office. Deferred exams are normally not granted for reasons of stress or lack of sleep, or for poor eating, drinking, or study habits.

What is the procedure?

You should go immediately to McGill Health Services or your own family doctor to be seen by a professional at the time of the examination. You must be given a medical note that indicates when you were seen, the nature of the illness and the duration of the illness. The note must cover the date of the exam. You may also require medication.

You must submit your medical note to your home faculty Student Affairs Office within a week of the final exam to request a deferred exam. If you have missed a lot of classes because of illness, you may be eligible for a late withdrawal from the course; you should see a student adviser at your home faculty Student Affairs Office.

Scripts for students who become ill during Deferred or Supplemental Examination:

Is it possible for you to continue with your exam after a washroom visit, a drink of water, or perhaps a walk outside in the fresh air for a few minutes? If not, you should follow these procedures to request a course withdrawal.

Who grants a withdrawal from a deferred/supplemental exam and for what reasons?

Permission is granted only in the case of serious, documented medical or personal crisis by the student's home faculty Student Affairs Office. A withdrawal from a deferred or supplemental exam is normally not granted for reasons of stress or lack of sleep, or for poor eating, drinking, or study habits.

What is the procedure?

You will need to be seen by a professional at the time of the examination; you should go immediately to McGill Health Services or to your family doctor. You must be given a medical note that indicates when you were seen, the nature of the illness and the duration of the illness. The note must cover the date of the exam. You may also require medication.

You must submit the medical note to your home faculty Student Affairs Office within a week of the deferred/supplemental exam to request a course withdrawal.

Invigilator Emergency Script:

Hydro Blackout

Attention all students.
Please listen carefully.
Turn over your exam papers now.
Remain in your seats.
Please remain silent.
The Deputy will soon give us further instructions about whether we will continue the exam after the blackout or whether we must evacuate.

Hydro Problem Resolved

Attention all students.
Please listen carefully.
The Deputy has informed us that you may continue writing the exam.
You will be given additional time to finish the exam to compensate for the time you did not write during the outage.
The exam will not end until XXX. (The time the exam finishes is determined by how long the blackout was. If the blackout was 15 min, you should add an extra 15 min to the exam time.)
Please turn over your exam papers and start writing now.

Hydro Problem Evacuation Necessary

Attention all students.
Please listen carefully.
The Deputy has informed us that the exam is now over.
For information about this exam please see your Faculty Student Affairs Office tomorrow.
We now have to evacuate the building.
Stand up.
Collect all your personal belongings.
The rows closest to the door must exit now.
The invigilators will direct you to the nearest exit.

Emergency Alarm

Attention all students.
Please listen carefully.
The exam is now over.
For information about this exam, please see your Faculty Student Affairs Office tomorrow.
We now have to evacuate the building.
Stand up.
Leave your personal belongings in the room.
The rows closest to the door must exit now.
The invigilators will direct you to the nearest exit.

Appendix C: Textes françaises

Textes à l'intention des surveillants d'examens:

Texte à lire après l'arrivée des étudiants dans la salle d'examen :

« Veuillez déposer contre les murs de la salle tous les documents, livres, sacs, manteaux, téléavertisseurs, téléphones cellulaires, ordinateurs PalmPilot, dictionnaires électroniques et tout autre article dont vous n'avez pas besoin pour l'examen. Veuillez également retirer porte-crayons et enveloppes de calculatrices. Si vous ne l'avez pas fait, un surveillant ou une surveillante le fera. Sachez que tout ce que vous apportez dans la salle d'examen peut faire l'objet d'une vérification.

Placez votre carte d'identité d'étudiant de McGill bien en vue sur le pupitre afin que le surveillant ou la surveillante la voie bien. Si vous êtes visiteurs ou inscrits à un programme d'échange d'étudiants en provenance d'une autre université, placez votre carte d'identité d'étudiant de cette université sur le pupitre. »

Après que les étudiants ont déposé leurs effets personnels dans la zone désignée et placé leur carte d'identité sur le pupitre, dire ce qui suit :

« Le surveillant ou la surveillante va maintenant distribuer les cahiers d'examen face contre le pupitre. Ne les retournez pas avant qu'on vous dise de le faire.

Si vous ne vous sentez pas en assez bonne santé pour passer l'examen, veuillez quitter la salle MAINTENANT et vous présenter aux Services de santé de McGill pour y consulter un médecin, puis passer au Bureau des affaires étudiantes. Si vous restez dans la salle après l'annonce du début officiel de l'examen, c'est que vous vous engagez à le passer et vous serez notés sur TOUT ce que vous aurez mis dans votre copie d'examen. »

Le surveillant ou la surveillante distribue les cahiers d'examen face contre le pupitre. Les cahiers d'examen et les feuilles de réponses à choix multiples sont distribués ensemble au début de l'examen, et non avant. Aucun cahier d'examen ne doit être déposé sur un pupitre ou un siège vide. Quand tout le monde a reçu un cahier d'examen, le surveillant ou la surveillante dit ce qui suit aux étudiants :

« Vous ne pouvez pas quitter la salle d'examen durant la première HEURE. Pendant les quinze dernières minutes de l'examen, TOUS les étudiants doivent rester assis tant que leur cahier d'examen n'a pas été repris. Le nom des étudiants qui auront quitté la salle sans permission durant les quinze dernières minutes sera signalé au Bureau des affaires étudiantes.

Si, pour une raison ou pour une autre, vous devez quitter la salle durant la période d'examen ou n'êtes pas en mesure de terminer l'examen pour cause de maladie, par exemple, vous devez avertir le surveillant ou la surveillante.

Lorsque vous avez terminé l'examen, vous devez en informer le surveillant ou la surveillante, rester assis jusqu'à ce que celui-ci ou celle-ci vous ait fait signer la feuille, ait repris votre cahier d'examen et vous ait remis votre carte d'identité d'étudiant.

Vérifiez si vous avez bien reçu les bons documents d'examen.

Inscrivez votre nom sur votre cahier d'examen et répondez aux questions de la feuille ou du cahier. N'oubliez pas d'inscrire votre nom sur TOUS les documents d'examen. »

Attendre pendant que les étudiants inscrivent leur nom sur tous les documents d'examen. Les autres surveillants doivent circuler et s'assurer que tous les étudiants inscrivent leur nom sur leurs documents d'examen. Une fois cette opération terminée, poursuivre ainsi :

« Tous les examens durent trois heures. L'examen prendra fin exactement trois heures après le début. J'inscrirai le temps toutes les demi-heures. »

Dans le cas d'un examen à choix multiples, lire ce qui suit (sinon, uniquement la dernière ligne) :

« Vérifiez si le numéro de version inscrit au haut de votre feuille de réponse est le même que celui figurant sur votre cahier d'examen. Si le numéro n'est pas le même, veuillez me le signaler maintenant.

Vous devez savoir que le programme informatique de surveillance de la sécurité des examens peut être utilisé pour détecter des paires d'étudiants ayant les mêmes réponses dans les examens à choix multiples. Les données générées par ce programme peuvent servir de preuve admissible pour entamer ou corroborer une enquête ou pour porter une accusation de tricherie en vertu de l'article 16 du *Code de conduite de l'étudiant et des procédures disciplinaires*. »

« Vous pouvez commencer l'examen. »

Textes dans le cas des étudiants qui tombent malades durant les examens finaux:

Pouvez-vous poursuivre votre examen après être allé aux toilettes ou avoir bu de l'eau, ou peut-être après avoir pris l'air quelques minutes dehors? Sinon, voici la marche à suivre pour demander un report d'examen.

Qu'est-ce qu'un report d'examen?

Si c'est approuvé, l'examen que vous passez maintenant sera reporté au trimestre suivant. À la Faculté des arts et à la Faculté des sciences, les examens reportés du trimestre d'automne sont repris durant le trimestre d'hiver ou à la fin de celui-ci, et ceux du trimestre d'hiver sont repris la dernière semaine d'août de la même année.

Qui accorde un report d'examen et dans quels cas?

Le Bureau des affaires étudiantes de la faculté de l'étudiant concerné accorde le report d'examen uniquement en cas de maladie ou de crise grave attestée par un médecin. Les reports d'examens ne sont normalement pas accordés pour des raisons de stress, de manque de sommeil ou encore de mauvaises habitudes sur les plans de l'alimentation, de la consommation d'alcool ou des études.

Quelle est la marche à suivre?

Consultez un professionnel de la santé au moment de l'examen; présentez-vous immédiatement aux Services de santé de McGill ou chez votre médecin de famille. Vous devez vous faire remettre une note indiquant le moment où vous avez été examiné ainsi que la nature et la durée de la maladie. La note doit indiquer la date de l'examen universitaire que vous deviez passer. Il se peut que vous ayez à prendre des médicaments.

Vous devez remettre votre note médicale au Bureau des affaires étudiantes de votre faculté dans la semaine qui suit l'examen final pour avoir le droit de demander un report d'examen. Si vous avez manqué beaucoup de cours pour cause de maladie, il se peut que vous ayez droit à un abandon de cours tardif; consultez un conseiller du Bureau des affaires étudiantes de votre faculté.

Textes dans le cas des étudiants qui tombent malades durant un examen reporté ou supplémentaire:

Pouvez-vous poursuivre votre examen après être allé aux toilettes ou avoir bu de l'eau, ou peut-être après avoir pris l'air quelques minutes dehors? Sinon, voici la marche à suivre pour demander un abandon de cours.

Qui accorde un abandon d'examen reporté ou supplémentaire et dans quels cas?

Le Bureau des affaires étudiantes de la faculté de l'étudiant concerné accorde l'abandon d'un examen reporté ou supplémentaire uniquement en cas de maladie ou de crise grave attestée par un médecin. L'abandon d'examen reporté ou supplémentaire n'est normalement pas accordé pour des raisons de stress, de manque de sommeil ou encore de mauvaises habitudes sur les plans de l'alimentation, de la consommation d'alcool ou des études.

Quelle est la marche à suivre?

Vous devez consulter un professionnel de la santé au moment de l'examen; présentez-vous immédiatement aux Services de santé de McGill ou chez votre médecin de famille. Vous devez vous faire remettre une note indiquant le moment où vous avez été examiné ainsi que la nature et la durée de la maladie. La note doit indiquer la date de l'examen universitaire que vous deviez passer. Il se peut que vous ayez à prendre des médicaments.

Vous devez remettre votre note médicale au Bureau des affaires étudiantes de votre faculté dans la semaine qui suit l'examen reporté ou supplémentaire pour avoir le droit de demander un abandon de cours.

Textes à l'intention des surveillants en cas d'urgence:

Panne d'électricité

Attention tous les étudiants.

Écoutez attentivement.

Retournez maintenant vos cahiers d'examen face contre le pupitre.

Restez assis.

Gardez le silence.

Le vice-principal exécutif adjoint nous dira bientôt si nous poursuivrons l'examen après la panne ou si nous devons évacuer l'immeuble.

Après la panne d'électricité

Attention tous les étudiants.

Écoutez attentivement.

Le vice-principal exécutif adjoint nous informe que vous pouvez poursuivre l'examen.

Vous disposerez de temps additionnel pour terminer l'examen, soit l'équivalent de la durée de la panne.

L'examen prendra fin à XXX. (La fin de l'examen dépend de la durée de la panne. Si celle-ci a duré 15 minutes, ajoutez 15 minutes à la période d'examen.)

Veuillez retourner vos cahiers et poursuivre l'examen maintenant.

Évacuation nécessaire en cas de panne d'électricité

Attention tous les étudiants.

Écoutez attentivement.

Le vice-principal exécutif adjoint nous informe que la séance d'examen est terminée.

Pour vous renseigner sur l'examen en cours, adressez-vous demain au Bureau des affaires étudiantes de votre faculté.

Nous devons évacuer l'immeuble immédiatement.

Levez-vous.

Prenez vos effets personnels.

Les étudiants des rangées les plus proches des portes doivent sortir maintenant.

Les surveillants vous guideront vers la sortie la plus proche.

Alerte d'urgence

Attention tous les étudiants.

Écoutez attentivement.

La séance d'examen est maintenant terminée.

Pour vous renseigner sur l'examen en cours, adressez-vous demain au Bureau des affaires étudiantes de votre faculté.

Nous devons évacuer l'immeuble immédiatement.

Levez-vous.

Laissez vos effets personnels dans la salle.

Les étudiants des rangées les plus proches des portes doivent sortir maintenant.

Les surveillants vous guideront vers la sortie la plus proche.

Invigilator Exam Script:

The script to read as students are coming into the exam room is as follows:

"All papers, books, bags, coats, pagers, cell phones, palm pilots, electronic dictionaries, and any other material not required for the exam must be placed against the classroom's walls. Also, please remove pencil cases and calculator covers. If you have not done so, an invigilator will remove them for you. Please be aware that anything you have brought into the examination room is subject to inspection.

Place your McGill student ID card on the desk to be verified by an invigilator. If you are a Visiting or Exchange student from another university, place your university student ID on the desk."

Once students have put their personal effects in the designated area and have their ID cards ready, say the following,

"The invigilator will now distribute the exams face down. Do not turn over the exam paper until you are told to do so.

If you do not feel that you are in good enough health to write this examination, Please leave NOW and go to McGill Health Services to see a physician and then see your Student Affairs Office. If you remain in the room after the start of the exam has been announced, it is assumed that you have made a commitment and will be graded on ALL material submitted."

Then the invigilator will distribute exam papers face down. Examination papers and multiple-choice answer sheets are distributed together at the start of the exam, not before. No examination papers are to be placed on empty desks or seats. When everyone has been given an exam paper, the invigilator then tells the students the following:

"You are not permitted to leave the exam room during the first HOUR. During the last fifteen minutes of the exam, ALL students must remain seated until your exam papers have been retrieved. Students, who leave during the last 15 minutes without permission, will be reported to their Student Affairs Office.

If, for any reason, you need to leave the examination room during the examination period, or if you are unable to complete the examination, for example, because of illness, you must signal the invigilator.

When you have finished the exam, you must signal the invigilator and remain seated until the invigilator checks that you have signed the signature sheet, collects your exam paper, and returns your McGill student ID card to you.

Verify that you have received all the correct exam material.

Write your name on your examination paper and on the answer sheet or booklet. Remember to put your name on ALL of your answer booklets."

Wait while the students sign all exam materials. Other invigilators should circulate and ensure that students are signing their material. Once the students are finished, continue:

"All exams are a full three hours in duration. The exam will finish exactly three hours from the time we start the exam. I will write the time on the blackboard every ½ hour."

If the exam is multiple choice, read the following (otherwise, just the last line):

"Check that the version number at the top of your answer sheet corresponds to the version number on your exam paper. If it does not, please signal to me now.

You should be aware that the Exam Security Computer Monitoring Program may be used to detect pairs of students with unusually similar answer patterns on multiple choice exams. Data generated by this program can be used as admissible evidence, either to initiate or to corroborate an investigation or a charge of cheating under section 16 of the Code of Student Conduct and Disciplinary Procedures."

"You may now start the exam."

At the last 15 minutes of the exam, say the following:

"There are 15 minutes remaining. No one is allowed to leave the examination room until the exam period is over and all exam papers have been collected and the IDs have been returned."

End the exam at the exact time specified. Say the following:

"The examination period is now over. You must stop writing now. Close your examination booklets and papers. Make sure that you have signed all relevant materials. Remain seated until all papers have been collected and everyone's ID has been returned."