
CELL PHONE CONFISCATION PROCEDURE

THE NEW PROCEDURE APPLIES TO THE DISCOVERY OF THE FOLLOWING DEVICES ON THE STUDENT'S DESK OR IN THE STUDENT'S POCKETS:

Cell Phones, MP3 Player, PDAs or any other electronic/memory saving devices that can access the internet. For the purpose of this document, we will refer to all such items as "cell phone".

Finding the cell phone prior to the exam starting:

Use your judgment and tell the student to turn it off and put it in his bag or along the wall.

Finding the cell phone during the exam:

1. Tell the student that all electronic devices such as cell phones, iPods, MP3 players, PDAs, Laptops or any other web-access devices are prohibited in the exam room.
2. Remove the device & place in the envelope provided to you.
3. Seal the envelope and have the student sign over the seal. On the envelope, write the time of this incident, the student's name, id, exam, classroom, seat number.
4. Tell the student that you will be writing an incident report and that both the report and the device will be delivered directly to the Disciplinary Officer in the student's faculty.
5. The student can pick up his device from the Disciplinary Officer.
6. Give the envelope to a circulator who will deliver it to the Deputy Invigilator. You may be asked to write an incident report.
7. Allow the student to continue writing the exam.

Important note to invigilators:

- Always make sure you have a witness when you confiscate something from a student.
- You cannot touch or coerce a student in to giving you his/her cell phone.
- If you have a problem, contact the Deputy Invigilator.