

- a. During the examination, Staff Invigilators will be stationed either immediately outside (or inside the examination room for CBT), and accompany students to the bathroom as required, documenting names and times.
- b. In the event of an emergency, such as a fire alarm, Staff Invigilators will accompany the class to the recognized safety zone, and remind students that no discussion of the examination nor its contents is permitted. Staff invigilators are also prepared to respond with contingencies should unresolvable technical issues arise in CBT environments.
- c. If students remain in the hallways or areas within earshot of the examination room, Staff Invigilators will remind students that they are to remain quiet if necessary. Instances where students refuse to comply with requests for quiet (or otherwise violate the Code of Student Conduct) will be documented and reported to the Associate Dean – UME in writing.
- d. Staff Invigilators will offer relief for the Faculty Invigilator if they need to use the bathroom, or otherwise support the Faculty Invigilator as required.

2. RESPONSIBILITIES OF FACULTY INVIGILATORS:

A. Examinations will have at least one Faculty Invigilator on each campus.

B. Faculty Invigilators are responsible for the following:

- i. Arrive at the examination room 15-30 minutes prior to the start of the examination.
 - a. Ensure that students do not have any unauthorized materials in the examination room. (Refer to section 1.b.iv)
- ii. Distribute the examination materials, reminding students to keep their examination materials closed until instructed to begin the exam.
- iii. Just prior to beginning the exam, the following statement will be displayed on the student's computerized exam and the Faculty Invigilators have the option to read it aloud:

“UME examination protocols are in alignment with those of the MCC Qualifying Exam Part 1. As such, should you need to use the washroom during the exam you must put up your hand, await the Invigilator, make your request and then, if no other student is on a washroom break, you will be signed out by a Staff member and escorted to and from the washroom, to then be signed in again. If you have any other concerns about the exam please raise your hand and the Invigilator will attend to you. This does not include substantive content questions. Upon completion of the exam, you will be asked to return all exam materials to the Invigilator, sign out, and exit the area.”

- iv. Begin the examination on time.

- v. Students arriving after the 30 minute start time of the examination will not be permitted into the examination room. Late students will be marked absent and must contact the Associate Dean UME directly.
- vi. If you have allowed a late student to begin after the original class start time (Refer to section 1.b.ii) those students will not be given any additional examination time. You will need to monitor their allocated time respective to their delay (2 hours – X Minutes arrival (Maximum 30 mins) = New write time (no less than 1.5 hours). You will have to manually note the start and stop times as Examsoft will automatically give them a full 2 hours which they have forsaken by arriving late. You may wish to discreetly give them a 5 minute warning without disturbing their classmates.
- vii. Ensure the classroom atmosphere remains quiet and calm as students work. Distractions from other students, environmental conditions, and examination administration should be kept to a minimum. A minimum of movement required to monitor the examination and the avoidance of unnecessary conversation by Invigilators contribute to the desired serenity.
- viii. Monitor the conduct of the examination. Where two Invigilators are present, one should station themselves at the back of the room and the other at the front to monitor activity from different vantage points. Supervision during the examination should be continuous, obvious, yet discreet and non-disruptive. Invigilators should occasionally move about the examination room to monitor activity from different angles.
- ix. Monitor those entering and exiting the room. Students may go to the bathroom one at a time provided they have permission and are accompanied by a Staff Invigilator. Students who wish to leave the examination room for any other purpose must consult the Faculty Invigilator, who will grant or deny the request at their discretion. Where the request is granted, a Staff Invigilator will document the student's departure from the room and must accompany the student.
- x. Ensure that no student has an advantage over the others while taking the examination:
 - a. The use of notes (except whiteboards provided by Staff) and unauthorized electronic devices is not permitted.
 - b. Do not answer substantive questions during the examination.
 - c. If a minor question or concern requires Invigilators to inform the class of something, write the response on the whiteboard, and immediately inform a Staff Invigilator, who will communicate the information to the Staff Invigilators on the other campus.
- xi. End the examination on time. There is some discretion allowed: If there has been an interruption during the examination, Faculty Invigilators may allow some additional time to be used by the students to finish the examination.
- xii. As students complete the exam and prepare to exit, they will return all examination materials to the Faculty Invigilator who will verify that all examination materials are turned in and ensure that the student's name and NOSM ID number are documented on the answer sheet and exam booklet, if applicable.

- xiii. Should a temporary emergency arise, such as a fire alarm, escort the students in a calm fashion to the recognized safety zone, stay with the students, and ensure that exam content is not being discussed. If the exam is CBT, Staff Invigilators will power down all devices for the duration of the disruption (to stop the internal timer). Once the 'all clear' is sounded, bring the students back and restore the room to test taking mode. If the event is more than a fire drill and the building evacuation is maintained to attend to an ongoing emergency, the Invigilator will draw an end to the examination, students will disperse accordingly and a new date will be set for the examination of that material.
- xiv. Should a power outage occur, please ask the students to sit quietly and await service restoration. If the power outage is prolonged and impairs students' ability to complete their assessment, Invigilators will need to draw the examination to a close and contact the Assessment Office.
- xv. Should any unresolvable hardware or software technical issues arise, Staff Invigilators are prepared to respond to these situations with contingencies, such as providing Exam Takers with a paper copy of the exam or an alternate testing station.
- xvi. Report (in writing) any anomalies encountered or observed during the test to the Associate Dean – UME.
- xvii. In the case of off campus examinations, the Phase Director, in consultation with the Director of Assessment will assign appropriate individuals to invigilate the examinations (i.e., SACs, Preceptors, etc.). The designated Invigilators are expected to follow the same examination responsibilities and principles outlined in this document.

3. SHOULD CHEATING BE SUSPECTED

- A. Alert another Invigilator to its presence without singling out the individual(s) suspected to be involved or causing a disturbance. If possible, observations should be verifiable without prejudice.
- B. Take detailed notes on specifically what is going on. Note the time, those involved, and objectively describe the circumstances, environment, and observations in as much detail as possible. If possible, note who is sitting in close proximity to the person(s) cheating so they can be asked (following the exam) what they observed.
- C. Do not confront individuals who are suspected to be cheating. Allow them to finish the assessment without disturbance. Remember, there are others who need to remain focused on the assessment instrument.
- D. Alert the Director of Assessment & Program Evaluation immediately after the examination who will make a copy of the documentation and pursue next steps.

Things to Consider ...

Be aware of behaviours that may appear to be cheating, but are not intended to be:

- A. The student with a cold or allergic reaction looking for a tissue in their pockets and, not finding any, will look around helplessly hoping someone offers one.
- B. The student whose only pencil breaks, or runs out of lead may automatically tap the shoulder of the student next to them with 6 on her desk without thinking.
- C. The student who cannot quite remember which muscle moves the eye to the right will stare into space and try to visualize the model... they may even point to each of the eye muscles.

Version Control and Change History:

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Version	Date	Authors/Comments/Amendments/Approvals
V1.0	2007 Aug	Origin of NOSM Invigilator Responsibilities during Written Assessments document
V2.0	2010 Aug 19	Change of name and e-mail contact for Associate Dean UME. Approved by Associate Dean UME
V3.0	2013 Jan 17	Changes follow document template for all UME committees; expectations 5, 8, 10, and 11 added. Approved by SAPC
V4.0	2014 Apr 30	Addition of Staff Invigilators, and new procedures for more stringent sign-in and invigilation. Approved by SAPC Chair and Associate Dean UME
V5.0	2014 May 8	Addition of earplugs, quiet snack as permissible in the exam room, revisions to A2 and B2
V6.0	2014 June 12	Approved by SAPC with the following amendments (A) 2.a.i.e. reading glasses and glass case, religious apparel is permitted in the examination room (A) 2.a.ii. Caps or hats are not permitted in the examination room (B) 2.a.i. reading glasses and glass case, religious apparel is permitted in the examination room (B) a.ii. Caps or hats are not permitted in the examination room. This document will be reviewed annually at the June SAPC meeting
V7.0	2014 Sept 03	Revision to (A) 2.a.i. and (B) 3.a.ii. to include "and if not available or accessible, at a secured area designated by the Invigilator" Approved by Chair's Action
V8.0	2015 Nov 12	Item (A)2.a.i added fourth sentence; item (B)3.o added. Approved by SAPC
	2015 Dec 03	Presented to UMEC for information
V9.0	2016 Sept 08	Proposed changes to reflect CBT environment. Approved at SAPC
V10.0	2017 Nov 09	'Summative' changed to 'Written' wherever it occurs; section 2.B.iii change "will be posted and the Faculty Invigilators may read it aloud". Approved by SAPC
	2017 Dec 07	Presented to UMEC for information
V11.0	2018 Sep 13	Clarification regarding late arrivals consistent with host Universities. Approved by SAPC
V12.0	2018 Nov 08	Addition of 2.B.vi to clarify 1.B.ii regarding late arrivals. Clarifications to reflect CBT environment 1.B.iv, 2.B.iii, 2.B.x.a, and 2.B.xii. Approved by SAPC