Examinations will be invigilated by both Faculty and Staff Invigilators

1. RESPONSIBILITIES OF STAFF INVIGILATORS:

A. Examinations will have at least 1-2 Staff Invigilators (or Proctors) available on each campus.

B. Staff Invigilators are responsible for the following:

i. Set-up and oversee the registration table outside the exam room, verify student (Exam Taker) ID. Students will be allowed admittance to the examination facility starting 30 minutes prior to the exam by Staff Invigilators though they are required to arrive 20 minutes early for the examination to allow sufficient time for sign-in and receipt of testing materials (whiteboard, pen, etc.).

ii. If a student arrives and has a reasonable rationale for their lateness, as decided by the Faculty Invigilator, they will be allowed into the room up until 30 minutes from the start of the examination. However, those late students will not receive any additional examination time. After 30 minutes of the exam start time, no student is allowed to enter the room to join the examination, rather, they will be marked absent and must contact the Associate Dean UME directly.

iii. Those students who have been signed in are not permitted to leave – unless there is an urgent need and they will be signed out and be accompanied. Requests made after sign-in such as attending the washroom or getting water will be deferred until the exam starts and a Staff Invigilator is available to escort.

iv. During the sign-in process, remind students not to bring any unauthorized materials into the examination room. The only items permitted beyond the registration table are: pens, pencils, eraser, a beverage in a spill-proof container, NOSM student identification, earplugs, reading glasses and glass case, religious apparel and emergency medications (such as auto-injectable epinephrine or an inhaler), if applicable. NOTE: For computer-based testing (CBT) environments, only approved devices are permitted.

If any other items are brought into the examination room (e.g. jackets, caps or hats, pencil cases, backpacks, textbooks, notes, unauthorized electronic devices such as smart phones, smart watches, etc.), direct the student to store the items to their lockers, and if not available and or accessible, at a area designated by the Invigilator. The school is not responsible for the loss or theft of any personal items.

v. Once everyone is accounted for and seated, the examination sign in/sign out sheet is placed inside the examination room with the Faculty Invigilator.
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:

<table>
<thead>
<tr>
<th>Version</th>
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<tbody>
<tr>
<td>V1.0</td>
<td>2007 Aug</td>
<td>Origin of NOSM Invigilator Responsibilities during Written Assessments document</td>
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<tr>
<td>V2.0</td>
<td>2010 Aug 19</td>
<td>Change of name and e-mail contact for Associate Dean UME. Approved by Associate Dean UME</td>
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<tr>
<td>V3.0</td>
<td>2013 Jan 17</td>
<td>Changes follow document template for all UME committees; expectations 5, 8, 10, and 11 added. Approved by SAPC</td>
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<tr>
<td>V4.0</td>
<td>2014 Apr 30</td>
<td>Addition of Staff Invigilators, and new procedures for more stringent sign-in and invigilation. Approved by SAPC Chair and Associate Dean UME</td>
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<tr>
<td>V5.0</td>
<td>2014 May 8</td>
<td>Addition of earplugs, quiet snack as permissible in the exam room, revisions to A2 and B2</td>
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| 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 |

NOSM Invigilator Responsibilities During Written Assessments

See document history