

**Invigilation of Exams in the Main Gym  
And Handling Disruptions of Exams  
St. Francis Xavier University**

- 1. Registrar's Office will appoint a Chief Invigilator for each exam session in the gym.**
  
- 2. Responsibilities of the Chief Invigilator in the gym:**
  - a. Arrive 30 minutes prior to the scheduled start time.
  - b. Bring a cell phone, if available, for use in case of an emergency.
  - c. Check in with campus police; be sure they have a radio and have retrieved the microphone (or megaphone) from the pool desk.
  - d. Ensure examination is conducted in a proper manner.
  - e. Announce in the foyer
    - i. Rows assigned to each course, a schedule is included
    - ii. ID cards or other photo ID placed on top right hand corner of the exam table
    - iii. Entry only through main doors
    - iv. All books, bags, coats, hats must be left in the front of the gym and may not be taken to the seats
    - v. Leave exams face down and read instructions on the exam booklet until told to begin exam
    - vi. No talking
  - f. Permit students to enter the gym only after faculty have distributed exam papers and booklets.
  - g. Remind students to place their ID cards on exam table.
  - h. Give warning to the candidates fifteen minutes before the time fixed for the closing of the examination.
  - i. Ensure that campus police remain in the gym until the end of the exam or their shift and only after all students have left the gym or are relieved by the next shift of campus police.
  
- 3. Responsibilities of Faculty**
  - a. Know the number of candidates who will be writing.
  - b. Arrive 30 minutes before the scheduled start time.
  - c. Ensure papers, computer cards, and exam booklets are properly distributed on the tables before the scheduled starting time of the examination; recommend exams papers be placed face down.
  - d. Verify student identification during the exam by checking the ID cards.
  - e. Collect and count examination booklets and computer cards at the end of the examination.
  - f. Collect any unused examination booklets and return to the Registrar's Office.
  - g. Return any ID cards left behind to the Registrar's Office.
  - h. Attend strictly to the supervision of the examination over which they preside.

- i. Give as few explanations and directions as possible; directions considered necessary should be given so as to be heard by all candidates.
- j. Abstain from answering questions about exam content.
- k. **ABSTAIN FROM ALL UNNECESSARY CONVERSATION, WHICH CAN BE EXTREMELY DISTRACTING TO STUDENTS.**
- l. Refrain from returning course material to students in the exam room.

#### 4. Responsibilities of the Campus Police

Two campus police will be present in the main gym from one hour before the beginning of the first exam until the end of the last scheduled exam and only after all students have left the gym or they are relieved by the next shift of campus police.

The campus police will

- a. Permit students to enter the gym only after the faculty have distributed exam papers and booklets.
- b. Pick up the **microphone** from the pool desk prior to the exam and return it at the end of the day.
- c. Have radio in their possession.
- d. **Escort** a student of the same gender to the washroom, if a student requests a washroom break. Please note that normally, once seated, a student is not to leave the room until the exam is finished.

#### 5. Frequently asked Questions

- a. Are candidates permitted late entry to an examination?
  - i. No candidate may enter the examination more than half an hour after the exam has begun, or after another candidate has left.
- b. When may candidates leave an exam?
  - i. No candidate shall be permitted to leave the examination room within the first half hour unless accompanied by an invigilator or campus police.
  - ii. The name and ID number of any student terminating the writing of the exam within the first half hour should be recorded. The student should be asked to stay for the first half hour.
  - iii. During the examination any candidate wishing to use the washrooms may do so only if accompanied by a campus police of the same gender.
- c. What should be done:
  - i. If a candidate is suspected of cheating?
 

The invigilator, at the time of suspecting someone of cheating, should take the booklet away from the student but issue another and allow the student to continue with the exam. The invigilator will annotate the student's examination booklet to the effect that cheating was suspected, and give some details.

If possible, the invigilator should inform other invigilators to be on the watch for suspicious behavior.

The invigilator must report to the chief invigilator any suspected irregularity such as any candidate found communicating with another in any way, or having unauthorized books or papers in his/her possession even if their use cannot be proven.

The chief invigilator must investigate the matter and submit a written report to the Dean of the Faculty concerned.

- ii. If a candidate becomes ill  
Take the examination booklet from the student and indicate on it that the student left the examination due to illness.
- iii. If the student continues writing after the examination has ended?  
Advise the student that a line will be drawn through anything written at this point and an explanation written on the booklet.
- iv. If the student cannot present a valid StFX photo ID?  
Inspect other photo ID and indicate on the exam booklet beside the student's name that the student did not have a StFX ID.

**6. What should be done in case of an emergency?**

For any of the following, call Security at 867-3981:

- a. Medical emergency
- b. Fire or bomb scare
- c. Examination room is locked

## Disruption during an Exam

### 1. Announcement to the students for evacuation of the building:

- a. Listen to these **eight** announcements before you move.
- b. The gym (room) must be cleared immediately.
- c. Turn over your exam papers and leave all exam materials at your place.
- d. Take personal belongings at your place.
- e. Do NOT attempt to retrieve personal belongings at the front of the room.
- f. Assemble with your class in the parking lot
- g. (for gym) between the Oland Centre and the new residence, or
- h. (for NH) between Nicholson Hall and Lane or Nicholson Hall and Bloomfield, or
- i. as decided by invigilator
- j. Do not talk
- k. You will be notified when you are able to return to the gym (room). If not able to return shortly, information will be available within 24 hours from the Registrar's Office.
- l. Visually locate the nearest exit. Stand up and walk, do not run, to the nearest exit. Leave the building immediately.

### 2. Announcement for partial power outage:

- a. Listen to these **four** announcements.
- b. Turn over your exam papers now.
- c. Remain in your seats.
- d. Please remain silent.
- e. Security will soon give us the estimated time for the duration of the blackout, whether we will continue the exam, or whether we must evacuate the building.

### 3. What to do with exams

- a. If **not** started and students are permitted back into the exam room at the end of the episode, the exam may proceed.
- b. If started, and students are permitted back into the exam room at the end of the episode, the exam may proceed.
- c. If the exam does not resume, invigilators are responsible for collecting exams when they are permitted back into the room. The invigilators return them to the Registrar's Office in sealed and marked boxes or envelopes.

### 4. Responsibilities

- a. **Chief Invigilator or professor**
  - i. Makes announcements
  - ii. Decides if able to resume
  - iii. Has telephone numbers and cell phone if one available
  - iv. Reports to the Registrar's Office: Where, what, when, number of students in which courses

**b. Registrar's Office**

- i. Consults with professor(s) about re-scheduling, resuming, or pro-rating the exam(s)
- ii. Will re-schedule at first available time slot in exam schedule, including Sunday if necessary
- iii. Will notify students and professors via
  - E-mail
  - Website
  - Posted at Registrar's Office

**c. Students**

- i. Responsibility of the student to find out what alternative arrangements have been made for the continuation or re-scheduling of the exam

**5. Scenarios**

- a. Complete Power Outage
  - i. Inform students
  - ii. Evacuate building
- b. Partial Power Outage
  - i. Contact Physical Plant to determine likely duration of outage
  - ii. Inform students
- c. Inclement Weather, natural disasters
  - i. AVP or VP Finance to decide
- d. Bomb Threat
  - i. Normally received by phone; information forwarded to Campus Security; they contact RCMP; await instructions from RCMP; possible courses are
    - Evacuation of building
    - Search but no evacuation
- e. Discover Fire or Smell Smoke
  - i. Inform students
  - ii. Evacuate building,
  - iii. Activate the alarm
- f. Fire Alarm
  - i. Inform Students
  - ii. Evacuate building
- g. Someone becomes ill during class, exams, events, meals, after hours
  - i. Call Campus Security
  - ii. Continue whatever for others or decide other course of action
- h. Close the University?
  - i. Consult with VP Finance and Operations, Ramsay Duff at 867-2212

**Emergency Numbers  
St. Francis Xavier University**

CONTACT	HOURS OF OPERATION	CALLING FROM	
		CAMPUS	OFF CAMPUS
<b>EMERGENCY</b>	24 Hours	8-911	911
<b>AMBULANCE</b>	24 Hours	8-911	911
<b>FIRE</b>	24 Hours	8-911	911
<b>HEALTH CENTRE</b>	Mon-Fri 9am – 7pm	2263	867-2263
	After 7:00 pm & Weekends	8-867-7151	867-7151
<b>MAINTENANCE</b>	Mon-Fri 8am– 4pm	2149	867-2149
	On Call 24 Hours	3981	867-3981
<b>CLEANING SERVICE</b>	Mon-Fri 5 am -12 am	2236	867-2236
	Sat-Sun 8 am – 4 pm		
<b>RCMP</b>	24 Hours	8-863-6500	863-6500
<b>SECURITY</b>	24 Hours	3981	867-3981
<b>ST. MARTHA'S EMERGENCY</b>	24 Hours	8-863-2830	863-2830
<b>DRIVE HOME</b>	Nightly	2444	
<b>REGISTRAR'S OFFICE</b>	<b>During Exams</b> 8:00 am – 4:30 pm	2160, 3234 or 5118	867-2160 867-3234 867-5118