

**Invigilation of Exams in the Keating Centre  
And Handling Disruptions of Exams  
St. Francis Xavier University**

The Office of Registrar will have an Invigilation Assistant present in the Keating Centre Main during each exam session. The Invigilation Assistants are:

Susan Doiron  
Janet Stark  
Jane White

**Responsibilities of the Invigilation Assistant:**

- a) Arrive at the Keating Centre Main 30 minutes before the scheduled exam and ensure the Keating Centre Main is unlocked. Safety & Security will unlock the door 45 minutes prior to the beginning of the exam.
- b) Have the invigilation document in their possession. Copies will also be available in the Keating Centre.
- c) Post row assignments for each exam on the whiteboard easels located outside the entrance.
- d) Inspect the Keating Centre Main prior to the exam for papers left on exam tables.
- e) Ensure the microphones are in working order.
- f) Announce in the foyer using the wireless microphone, available on a stand inside the gym:
  - i. student ID card placed on top right hand corner of the exam table;
  - ii. all hats books, bags, coats, electronic devices (including cell phones, iWatches, smartwatches) must be left at the entrance as you enter the gym and may not be taken to the seats;
  - iii. leave exams face down until told to begin;
  - iv. no talking
- g) Permit students to enter the Keating Centre Main through the side entrance after the faculty have distributed exam papers and booklets. Usually 10 minutes before the start of the exam to ensure students can begin as scheduled.
- h) Watch for suspicious behavior and report such behavior to the professor.
- i) Escort a student to the washroom if a student requests a washroom break based on instructor approval. You will use the open doorway of the washroom as the boundary for supervision. Please note that once seated, normally a student is not to leave the room until the exam is finished. Students who are permitted to use the washroom will be required to sign out/sign in. The sign out sheet is located in this package.
- j) Inspect nearby washrooms before permitting a student to enter.
- k) Give warning to the students 15 minutes before the time fixed for the closing of the examination. This would be at 11:45am, 4:45pm and 9:45pm. Microphone is located on the stand.
- l) Have a cell phone in possession in the event of an emergency.
- m) Retrieve leftover exam booklets from the Keating Centre Main and return to the Registrar's Office
- n) Once the Keating Centre Main has been vacated, clear front tables of extra papers, books etc.

## **Responsibilities of Faculty**

- a. Know the number of candidates who will be writing.
- b. Arrive 30 minutes before the scheduled start time, earlier for larger groups.
- c. Ensure papers, computer cards, and exam booklets are properly distributed on the tables 10 minutes before the scheduled starting time of the examination; it is recommended that exams papers be placed face down.
- d. Verify student identification during the examination 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 Safety & Security 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.

## 1. Frequently asked Questions

- a. Are candidates permitted late entry to an examination?
  - i. No candidate may enter the examination more than 30 minutes 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 30 minutes unless accompanied by an invigilator or invigilation assistant.
  - ii. The name and ID number of any student terminating the writing of the exam within the first 30 minutes should be recorded by the invigilator. The student should be asked to stay for the first 30 minutes.
  - iii. During the examination any candidate wishing to use the washrooms may do so with the approval of the invigilator and only if accompanied by the invigilation assistant. The student is required to sign out and in.
- 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.

Academic Integrity information is available at [http://sites.stfx.ca/registrar/office/academic\\_integrity.html](http://sites.stfx.ca/registrar/office/academic_integrity.html)

The Academic Discipline Officers:  
Marcia English, 867-5935, [menglish@stfx.ca](mailto:menglish@stfx.ca)  
Andrew Foran, 867-5422, [aforan@stfx.ca](mailto:aforan@stfx.ca)  
Kara Thompson, 867-5338, [kdthomps@stfx.ca](mailto:kdthomps@stfx.ca)
  - 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. Note the time as well.
  - 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.

## 2. What should be done in case of an emergency?

For an urgent but not deemed an emergency situation, call the Safety & Security Services Office at (902) 867-4444.

For an emergency situation, call 911 and then the Safety & Security Services office at (902) 867-4444.

Evacuate the building using the nearest exit. Proceed to the emergency assembly point as indicated in the Emergency Assembly Points document on the next page. Also included is the Emergency Guidelines document.

## Disruption during an Exam

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

- a. Listen to these **eight** announcements before you move.
  - i. Remain calm.
  - ii. The room must be cleared immediately.
  - iii. Turn over your exam papers and leave all exam materials at your place.
  - iv. Take personal belongings at your place.
  - v. Do NOT attempt to retrieve personal belongings at the entrance of the room. Assemble with your class as indicated on the Emergency Assembly Points document.
  - vi. Do not talk
  - vii. Locate the nearest exit. Stand up and walk, do not run, to the nearest exit.
  - viii. You will be notified when you are able to return to the room. If not able to return shortly, information will be available within 24 hours from the Registrar's Office.

### 2. Announcement to the students for partial power outage:

- a. Listen to these **four** announcements.
  - i. Turn over your exam papers now.
  - ii. Remain in your seats.
  - iii. Do NOT talk.
  - iv. Safety & Security Services 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, professors are responsible for collecting exams when they are permitted back into the room.

### 4. Responsibilities

- a. Invigilation Assistant
  - i. Makes announcements
  - ii. Decides if able to resume in consultation with Safety & Security Services
  - iii. Has telephone numbers (at the end of this document) and cell phone
  - iv. Reports to the Registrar's Office the exams that were interrupted.
- b. Registrar's Office
  - i. Consults with Academic Vice President and Provost 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
    - Will notify students and professors via email or website

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

## 5. Scenarios

- a. Complete Power Outage. Emergency lighting will operate for at least 30 minutes.
  - i. Inform students
  - ii. Call Safety and Security
  - iii. Evacuate building if safety is a concern
- b. Partial Power Outage
  - i. Contact Facilities Management (902-867-2149) to determine likely duration of outage
  - ii. Inform students
- c. Inclement Weather, natural disasters
  - i. Consult with Director, Facilities Management Office, Leon MacLellan at (902) 867-2289
- d. Bomb Threat
  - i. Contact Safety & Security Services Office; they contact 911; await instructions from RCMP; possible courses are
    - Evacuation of building
    - Search but no evacuation
- e. Discover Fire or Smell Smoke
  - i. Inform students
  - ii. Activate the alarm
  - iii. Evacuate building
- f. Fire Alarm
  - i. Inform Students
  - ii. Evacuate building
- g. Someone becomes ill during class, exams, events, meals, after hours
  - i. Call the Safety & Security Services Office
  - ii. Continue whatever for others or decide other course of action
- h. Close the University?
  - i. Consult with Director, Facilities Management Office, Leon MacLellan at [lmaclell@stfx.ca](mailto:lmaclell@stfx.ca) or (902) 867-2289

## St. Francis Xavier University Crisis Numbers

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 &amp; COUNSELLING CENTRE</b>	Mon & Thu 8:30am-8:00pm  Tue, Wed, Fri 8:30am-4:30pm	2263 2281	(902) 867-2263 (902) 867-2281
	After Hours & Weekends	St. Martha's Hospital 8 (902) 867-4500 8 (902) 867-4229	St. Martha's Hospital (902) 867-4500 (902) 867-4229
<b>FACILITIES MANAGEMENT</b>	Mon - Fri 8:00am-4:00pm	2149	(902) 867-2149
	On Call 24 Hours	4444	(902) 867-4444
<b>RCMP</b>	24 Hours	8 (902) 863-6500	(902) 863-6500
<b>SAFETY &amp; SECURITY</b>	24 Hours	4444	(902) 867-4444
<b>ST. MARTHA'S HOSPITAL EMERGENCY</b>	24 Hours	8 (902) 867-4500 8 (902) 867-4229	(902) 867-4500 (902) 867-4229
<b>NS MENTAL HEALTH CRISIS LINE</b>	24 Hours	8-1 (888) 429-8167	1 (888) 429-8167
<b>NURSE TELECARE</b>	24 Hours	8-811	811
<b>DRIVE U SERVICE</b>	Sat - Tue: 8:00pm-12:00am Wed: 8:00pm-1:30am Thu: 8:00pm-12:00am Fri - Sat: 9:00pm-1:30am	Pick up at upper level of Students' Union Building	
<b>OFFICE OF THE REGISTRAR</b>	Mon - Fri 8:00am-4:30pm	4994	(902) 867-4994