


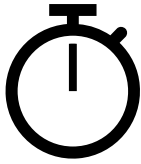
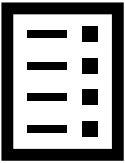
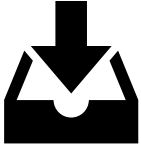


Best Practices for Invigilation of In-person Exams

With the return to in-person teaching, and the return to in-person testing, I wanted to share some of the best practices related to the invigilation of exams for teaching assistants (TAs).

This document is meant to help prepare your TAs for their role as invigilators. The goal is to make clear any hidden expectations. These guidelines do not cover every possible situation. Invigilators will need to refer to specific requirements for a given exam and use sound judgement. Please remind your invigilators to contact the supervising professor if they have questions. If there is anything I missed, please email me Ashley Nahornick, Educational Developer, at ashleyнк@yorku.ca.

Invigilation Steps

<input type="checkbox"/> Before the Exam 	<input type="checkbox"/> When Students Arrive 	<input type="checkbox"/> Permitted Materials 
<input type="checkbox"/> At the Start of the Exam 	<input type="checkbox"/> During the Exam 	<input type="checkbox"/> The End of the Exam 

Before the Exam

- Have your TA **review these guidelines**, and [York's Conduct of Examinations \(Policy and Guidelines\)](#)
- Arrive at the designated room at least 20 minutes prior to the exam start time.
- The chief invigilator will have the exams, supplies and sign-in sheets as required, and will be your point of contact for any questions or emergencies that you may encounter during the exam
- Students will enter the room about 10-15 minutes prior to the exam
- Review **emergency procedures** with chief invigilator (ie. evacuation due to fire alarm)

- Review **procedures for suspected breeches** of academic honesty with the chief invigilator before the exam.
- Ask the chief invigilator if they would like your help with setting out examinations.

When Student Arrive

- Inform students of any seating arrangements (try to space out students, spacing students in alternate seats is a good practice. If students seem bunched together, ask them to change seats before the exam begins)
- Inform students to have their York ID ready
- Remind students to use the washroom before the exam starts.

Permitted Materials

- Let students know **what they can have with them during the exams** (York ID, writing utensils, clear water bottles). Inform students to put away all other materials, and they must be kept out of reach.
- Inform students to turn-off cellphones, and to put them away, and out of reach.
- Remind students that any **non-authorized materials, or devices** (ie. cell phone, smart watches, calculators, ear buds, notes, textbooks, tablets) should be put away.

At the Start of the Exam

- The chief invigilator will explain the rules governing code of conduct of examinations at York to the students.
- Let students know that glancing at another's papers or exposing their papers to others, even if inadvertently, is a violation of exam rules and could lead to disciplinary action. Other forms of **unacceptable behavior** include: a student giving or receiving assistance from another student, use of an unauthorized material or device during an examination or during any temporary disruption of an examination.
- Let students know emergency procedures (ie. fire alarm)
- Follow the chief invigilator's instructions for handing out examinations
- Remind students to **write their full name and York Student number with ink** on their examination booklet.
- Require all students to show their **York ID** or display it on their desks. Check identities against the class list. If a student does not have student card, ask for other official photo ID, such as a driver's license. If the student does not have any form of ID to present, please inform the chief invigilator for further instructions.
- Ask Chief Invigilator if you are to **record the seating arrangements**.

During the Exam

- **Never leave the exam room, or exam materials unattended.**
- **Circulate throughout the room and pay attention** to what is going on. **Watch for unusual behaviour** and communicate it to the chief invigilator. Often the best place to see cheating behaviour is at the back of the room.
- Remain aware and attentive- **do not read, check emails or phones** etc in the exam venue
- Remain quiet and calm, and do not disturb students unnecessarily
- Look for cheat sheets
- Control the distribution of exams to ensure no exams are removed from the room. If you distribute exam papers before the students enter room, collect all exams from unoccupied desks.
- Control the movement of students in and out of the room.
 - **Keep a record of the names of students who leave the room temporarily** or finish early (note the time they leave on their booklet)
 - If a student is leaving the exam due to severe illness, report the matter to the chief invigilator, and inform the course director. Call 911 if necessary.
- Treat all students fairly
- If you observe cheating, communicate any concerns to the chief invigilator. Wait for instructions from the chief invigilator.

The End of the Exam

- Control the collection of exams to prevent students from leaving with a copy. If you counted the exams before distributing them, count them again after you collect them to assure that no exams are unaccounted for.
- For exams with over 100 students, it is good practice to ensure that **no one leaves the room in the last 10 to 15 minutes**. When time is up giving a clear signal and inform students to put down all writing instruments.
- Collect all unused exams or related materials.
- Ask the chief invigilator if you are required to do any **administrative work after the examinations** (ie. upload exams to crowd mark, write out an incident report..)

Sources:

The following sources were consulted in creating this document, and their previous work on this topic is greatly valued.

- Exam Invigilation Guidelines, The University of British Columbia
<https://facultystaff.students.ubc.ca/enrolment-services/scheduling-records-systems-management/scheduling-services/exam-scheduling/exam-invigilation/exam-invigilation-guidelines>
- St. Francis Xavier University Invigilated Exams
<https://www.mystfx.ca/sites/faculty-development/files/2021-05/4InvigilatedExamsFinal.pdf>
- University of Manitoba Preventing Cheating <https://umanitoba.ca/centre-advancement-teaching-learning/integrity/preventing-cheating>
- University of Regina Prevention of Cheating
<https://www.uregina.ca/student/registrar/assets/docs/pdf/exam-invigator-guides/U%20of%20R%20Invigator-Guide%20-%20Classroom.pdf>
- UTSC Office the Dean and Vice-Principal (Academic) Guidelines and Best Practices for the Conducting of Exams
<https://www.utsc.utoronto.ca/physsci/sites/utsc.utoronto.ca.physsci/files/docs/Exam%20Best%20Practices%20Conducting.pdf>
- York University, Policies and Procedures Alternate Exam/ Testing Schedule
<https://altexams.students.yorku.ca/policies-and-procedures>
- York University, Conduct of Examinations Policy Guidelines
<https://www.yorku.ca/secretariat/policies/policies/conduct-of-examinations-policy-guidelines/>