

## Instructions to Examination Invigilators

Welcome to the Thompson Rivers University-Open Learning invigilation team!

Your role is critical to ensuring we maintain a high standard of security during examinations. In your capacity as an authorized invigilator we expect you to ensure that these standards are met and that students have a fair and appropriate environment in which to complete their exam.

You may not transfer this responsibility to another individual without written permission from the TRU-OL Exams department.

If you have questions, please contact the TRU-OL exams department at:

Email: [exams@tru.ca](mailto:exams@tru.ca)

Phone:

Within Canada: 1-800-663-9711 ext 3

Outside of Canada: (Country Code)-1-250-852-6879

### INVIGILATOR RESPONSIBILITIES:

- To ensure the processes and procedures are followed in order to maintain a high standard of exam integrity and security.
- To remain in the room with the student for the entire period of the exam.
- To inform the student of the elapsed time.
- To complete the invigilators report (attached)
- To return the completed exam(s) to TRU-OL as follows:

Within Canada:

- Use the Priority Courier slip provided.

Outside Canada:

- Make a copy of the exam and keep it secure until instructed by TRU-OL to shred it.
- Use a courier service or traceable mail to deliver the exam to TRU-OL within 48 hours.
- Include this charge in your fee to student as it is *not paid* for by TRU-OL.

Note:

If the student does not write within the specified period on the exam attendance record:

Within Canada:

- use the Priority Courier slip and return exams

Outside Canada:

- Contact the examinations department for instructions

### STUDENT RESPONSIBILITIES:

- The student should have arranged a date and time to write the exam within the dates specified on the exam record.
- The student is directly responsible for all invigilation fees and related costs, unless specified otherwise by the TRU Open Learning Exams Department.

### INSTRUCTIONS:

#### 1. Box Contents:

- A copy of the Student Exam Procedures and Exam Information.
- Exam attendance record for each student
- Exam envelope(s) for the student(s)
- Note: Answer booklets, if required, are enclosed in each exam envelope.
- Priority Courier Slip **in Canada only**
- Return label

#### 2. Storage of Materials:

- The exam envelopes are to remain sealed and kept in a secure area until opened by the student.
- After the exam, they are to be secured again until returned to TRU-OL exams.

#### 3. Room Set Up:

- The student should have a quiet and secure place to work.
- You must remain in the room with the student for the entire exam period.
- Arrive at least 15 minutes before the exam is due to start.
- Check all desks and tables in the room for planted information.
- Determine a place for students to place personal belongings, electronic devices, book bags and notebooks, etc.

#### 4. Sign-in Procedure:

- Verify student identity and signature -Request photo Identification.
- Record irregularities on the Invigilators report.
- Explain that the student may not open the exam until instructed to do so, or they will receive a ZERO (0).
- Encourage students to use the washroom prior to the exam start time. Bathroom trips taken during the exam period will be noted and monitored.

#### 5. Late Students:

- Students who arrive to write their exam within 30 minutes of the posted start time will be permitted to enter the exam room, but they will not have any extra time to complete the exam.
- Students who arrive to write their exam more than 30 minutes after the posted start time will not be permitted to enter the exam room.

#### 6. Before starting the exam, explain the following:

- Do not open your exam until you are instructed to do so.
- Check to make sure that you have the correct exam envelope for your course, as well as all required supplies and permitted materials. You will not be allowed to acquire any additional materials once the exam is in progress.
- **All** personal belongings and electronic devices are to be placed [identify central location].
- Cellular phones should be turned off.
- You are only permitted to use the materials and supplies indicated for your course in the EXAM INFORMATION section and on the exam itself.
- No white out (correction fluid or tape) is allowed.
- No food or smoking allowed.
- Only an unlabeled clear water bottle is allowed unless you have a note from your Doctor exempting you from this rule.
- No talking, except quietly to the invigilator, or disruptive noises.
- If you encounter any problems with the exam, such as a misprint or an unclear question, please make a note on the exam. I cannot comment on any problems. When you hand in the exam, explain the problem to me then and I will also report it.
- If you open the exam envelope and then decide you do not want to write the exam, you will be given an automatic ZERO (0).
- If you become ill while writing the exam, please bring all your exam materials to me immediately. I will note the circumstances and return your exam and related materials to the Exams department. Your request for a re-write and medical documentation supporting your illness must be submitted to the Exams department within **7 days** of the original exam date.
- Any form of cheating or other academic misconduct will not be tolerated. Cheating consists of but is not limited to: obtaining information by fraud or deceit -for example,

exchanging information with another student, using unauthorized material, obtaining material during the exam, writing the exam for someone else or other similar activities.

- If found committing Academic Misconduct you will not be allowed to finish the exam, you will be instructed to leave immediately. A report will be submitted to TRU-OL.
- Once I instruct you to open your exam envelope:
  - Check to see that you have the correct exam inside.
  - Read all instructions and ensure you have the complete package with all the pages.
  - If answer booklets are being used, make sure the number of booklets you have matches what is stated on the front cover of the exam.
- You will have \_\_\_ hours/minutes to finish the exam according to \_\_\_ clock.
- You will not be permitted to leave the exam during the first 30 minutes of the exam.
- When you finish your exam:
  - Make sure you have recorded your name on all materials.
  - Put all exam materials, including drafts and unused booklets, inside the envelope.
  - Failure to return all exam materials will result in a grade of ZERO (0).
  - Raise your hand to indicate that you are finished.
  - The invigilator will collect your exam materials and have you sign out of the exam room.
- Are there any questions?
- Now you may open your exam envelope.
- Complete the left hand portion of the exam cover sheet, sign your exam and begin.  
Good Luck!