



GUIDELINES

SUBJECT/TITLE: Invigilating Classroom Mid-Term and Final Examinations for the 2 nd Year Undergraduate Nursing Program at Medicine Hat College		PAGE: 1 of 3
RELATED POLICY:	DATE ESTABLISHED: May 2014	
AUTHORIZATION: Practice Policy and Procedure Committee Undergraduate Program Committee Undergraduate Program Evaluation Committee	DATE LAST REVISED: May, 2020 (MHC)	

PURPOSE

To establish clear and consistent guidelines for invigilation of Nursing mid-term and final examinations held within the classroom.

GUIDELINE

Supervision of Examinations

The Instructor of Record must be present during all examinations.

The total number of Invigilators required is as follows:

- There will be a minimum of 1-2 Invigilators in every examination room regardless of whether it is a paper or digital exam.
- Computer exams can only be utilized if there is a “lock down” browser available and must be with an MHC computer.

In addition to circulating the room, each Invigilator may be assigned a specific role. For example, timekeeper, washroom escort, examination collector, etc.

An Invigilator, who is not the Instructor of Record, may include this as “service” on their Scholarship Report.

PROOF OF IDENTITY

Invigilators should have a class list for students to sign in/out and follow the Proof of Identity policies for Tests and Final Examinations as outlined in the University of Calgary Calendar, G. Examinations and Tests, G.2 Proof of Identity.

Suggestions for How to Prevent Cheating

- In advance of the examination date, discuss process/rules for examination invigilation so as to ensure that students know how to prepare and what to expect (e.g. what items are required and allowed in the examination room, how many invigilators will be present and

the role of the invigilators, process for collecting proof of identity, etc.).

- Used randomized assigned seating or, if space permits, use separate seating.
- No unauthorized personal belongings should be taken to the desks (e.g. coats, backpacks, hats, water bottles, food, cell phones, smart watches, etc.).
- Use multiple versions of the examination, so that no one is seated next to, in front of, or behind a student writing the same version.
- No internet access for open book examinations.
- Students should not be permitted to leave the examination room without first reporting to an Invigilator. If a student must leave the room, for example to use the washroom, an Invigilator should accompany the student.
- Make and maintain eye contact with students who are looking around the room.

Signs of cheating

There are many ways students may cheat during an examination. Their creativity in this area should not be underestimated. Following are some examples:

- using notes, information or formulas that have been stored on MP3 players, cellular phones, Smart watches, or calculators;
- using notes, information or formulas written on hands, arms or other body parts;
- using notes, information or formulas written on clothing or jewelry (e.g. brim of a ball cap)
- using notes, information or formulas written on cheat sheets, erasers, tissue boxes, water bottles;
- exchanging information or answers with another student, using various methods of communication;
- body language and other behaviors such as whispering and coughing.

Student misconduct – What to do if you witness an act of cheating

In most cases, the student should not be prevented from finishing the examination. So as to avoid disruption of self and others, it is best not to move the student.

Scenario #1:

An Invigilator who observes a student appearing to read another student's examination paper should bring the actions to the attention of another Invigilator so as to confirm/observe repeated action. If the behavior persists, it could constitute academic misconduct. Upon completion of the examination, the student should be pulled aside and spoken to, indicating the actions that were observed. The

Invigilator should carefully document concerns. The Instructor or Record should immediately report the incident to the Department Chair, in writing, for further follow-up.

If the student is disrupting others or if the cheating is blatant, the student can be asked to leave the room.

Scenario #2:

An Invigilator who observes a student blatantly cheating should bring the actions to the attention of another Invigilator, as witness. When sure, the Invigilator should collect the examination materials from the student explaining only that failure to abide by regulations for the conduct of examinations necessitates this action. A full account of the circumstances should be reported immediately to the Department Chair and Dean, in writing, for further follow-up.

POINTS OF EMPHASIS

- The Invigilator should take no action toward the dismissal of a student from an examination unless certain that there has been academic misconduct (e.g. cheating) and has, if possible, another invigilator as witness.
- If cheat sheets or other material were used, keep for evidence.
- After the examination, the Invigilator may speak to the student(s) and ask for further information, if necessary.
- Immediately document the circumstances, in detail, in writing.
- The Instructor or Record should immediately report the incident to the Department Chair, in writing, for further follow-up.
- If during the removal of a student, there are concerns regarding safety, contact Campus Security (403-529-3911).