



Information for Faculty on Examinations

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Appendices: Summary Sheet of Exam Rules
 Duties of Instructor/Chief Proctor

1. **Summary Sheet of Exam Rules**

To be shown in class in the week or two preceding the examination period.

2. **Faculty Information on Exam Protocol**

Faculty should show students the Summary Sheet of Exam Rules in classes in the week or two preceding the examination periods. Repetition in different classes may actually help, by aiding student understanding and showing that the rules are taken seriously by all at Brescia. As will be clear from the rules/advice below, students should bring the minimum necessary to an exam. This will mean fewer problems for proctors and less likelihood of risk of theft for students obliged to leave their belongings at the side/back of the room.

Students should be reminded that examination rules come into force the moment that they step into the exam room. There is to be no talking once past the threshold of the exam room, as per rule #1: ... “Upon entering the examination room, students will refrain from talking to or communicating with other students. ...”.

A “clean desk” policy will be enforced. Only items required for the examination may be placed on the desks. There are very few allowed items, outlined in rules 1, 8 and 9 of the updated (2010) sheet.

If a student needs to perform prayers or religious observances during the time period of the examination this must be made known in advance of the examination and accommodations sought. Students must speak to an Academic Advisor. Faculty must be sure to convey this rule to students, to avoid problems during an exam with a student insisting on a right to go and pray - which would then cause them to leave the exam room and be unsupervised for a period of time. If a student insists on a need to pray during a scheduled exam, they should be required to write with Student Services, which has individual rooms for special exams.

Signs will be created and posted outside exam rooms with instruction on conduct (i) as a reminder (e.g., no entry after 30 min from the start of the exam) and (ii) to give specific direction (e.g., how to access the Muslim Prayer Room without entering the auditorium).

Faculty are reminded that they have responsibilities to assist in the proper conduct of examinations. As implied in Article 10 of the Collective Agreement – entitled ‘Rights and Responsibilities of Full-Time Faculty,’ there are expectations of faculty beyond simply setting and grading the exams. As part of their collegial responsibilities faculty should supervise their own course exams, and assist if necessary in proctoring those of their colleagues. Although exam supervision is not necessarily a welcomed task, Brescia is a very small institution and simply cannot function without faculty performing such duties. Every effort is made to fairly distribute proctoring assignments.

It is the responsibility of the Records Coordinator to supply sufficient proctors for the final exams. Following is the number of proctors required by Senate per number of students:

1-149 students = 2 proctors

If for some reason you are unable to fulfill your proctoring assignment it is your responsibility to contact another member of faculty to arrange coverage for your assigned proctoring duty. You must contact the Records Coordinator (Vicky Scott) with the new information once it has been resolved.

Undergraduate students may not be employed as proctors of examinations. Graduate students must be paid at the current university rate for such duties. No graduate student may be asked to “volunteer” for proctoring of examinations as this is perceived as coercive.

It is the duty of every faculty member to check the exam room for extra copies of the examination. No exam should be left behind; all copies of the exam should be accounted for and removed at the end of the examination.

If there are two sections of a course writing the same multiple-choice exam, or one large class all seated together, faculty should ensure that at least two forms of the examination are produced (even changing the order of questions can suffice). No two students should be sitting adjacent to one another writing the same exam if multiple-choice. It is the responsibility of the faculty member to check whether their class will be seated with another (which allows alternating of different course or subject exams) or not.

3. **Procedures for the Distribution of Examinations and Materials**

The Registrar’s Office will deliver the examinations and materials to the examination room. If more than one examination is being written in an examination room, the Registrar’s Office will inform the proctors of the seating arrangement for their examinations. Multiple exams will be colour coded for easy identification.

To ensure that all examinations **start on time**, we would ask that all proctors report to the examination room at least **thirty minutes** prior to the beginning of the examination.

EVENING AND SATURDAY EXAMINATIONS

As the Brescia Registrar’s Office is closed in the evenings and Saturdays, instructors are requested to pick up their exams from the photocopier room, if you need to make other arrangements for pickup please contact the Registrar’s Office to make arrangements for the pickup of the examinations and materials (before 4:00pm on the exam day for evening exams and before 4:00pm on Friday for weekend exams).

4. **Exam Conflicts and Special Exams at Brescia (December and April exam periods ONLY)**

A **conflict** is defined as two FINAL exams scheduled at the same time.

If the student has two FINAL examinations scheduled in the same time slot (ie. two exams scheduled at 2:00pm on the same day), they will receive an e-mail to their Western email account, which will provide details on how to proceed and appropriate people to contact.

Multiple Exam Situation

A **multiple exam** situation is defined as:

- 3 or more exams/midterm tests scheduled within 3 consecutive periods or 23 hours,
- 4 or more exams/midterm tests scheduled within 6 consecutive periods or 47 hours, or
- 5 or more exams/ midterm tests scheduled within 9 consecutive periods or 71 hours

A **period** refers to the morning, afternoon or evening slot on an exam day.

For Special Exams:

- students must complete the proper form (available in the Brescia Registrar's Office) this form **MUST BE SIGNED** by the professor and returned to the Brescia Registrar's Office for final approval by the Academic Dean
- there will be a common rewrite day for all Final Brescia exams: **Thursday May 9, 2019** at 9:00 am **in room BR-135**.
- this exam rewrite day will be proctored by staff from the Brescia Registrar's Office. It will be the instructor's responsibility to forward the exam to the Brescia Registrar's Office by **Monday May 6, 2019** (please make alternative arrangements if you can't meet this deadline)
- if this date doesn't work, it is the professor's responsibility to arrange for an alternate date and proctor the exam

5. **Submission of Final Grades**

Submission of grades will be done using OWL by the Instructor, after you have submitted your grades through OWL the Records Coordinator (Vicky Scott) will receive an email that grades are ready to be processed. If you do not use OWL and would like the Records Coordinator to process your grades, a hard copy of the class lists can be submitted in alphabetical order including student numbers.

After the email is received to confirm the grades have been submitted using OWL a copy will be printed for signatures which includes the Chair and Dean.

Once we have received all the appropriate signatures the Records Coordinator will send confirmation to UWO that the grades are ready to be uploaded and released.

Here is a link on using OWL for submission of Final Grades.

<https://owl.uwo.ca/portal/tool/f8597ddc-7aaa-4ff6-a0dc-ee89000d4073?pageName=%2Fsite%2F8fdbf430-43ff-4df1-b004-f180db17dc0b%2Fcourse+grade+submission&action=view&panel=Main&realm=%2Fsite%2F8fdbf430-43ff-4df1-b004-f180db17dc0b#GradeSubmission>

Timing of Submission of Final Grades – Informing Students of Grades

http://www.uwo.ca/univsec/pdf/academic_policies/exam/finalgrades.pdf

6. **Duties of Instructors/Chief Proctor**

This outlines the responsibility of the Chief Proctor before, during and after the exam.

Graduate Students and Proctors

Please refer to the second page of this document under “Duties of Proctors.” A copy will be left in each room during the examination period. To ensure that all examinations **start on time**, we would ask that all proctors report to the examination room at least **thirty minutes prior** to the beginning of the examination.

7. **Links to the Academic Handbook on Examinations**

Examination Conflicts

Information for students who are required to write two examinations or mid-term tests in any 23-hour period during December and April

http://www.uwo.ca/univsec/pdf/academic_policies/exam/conflicts.pdf

Administration of Examinations

Instructions for students during the examination from the UWO policy

http://www.uwo.ca/univsec/pdf/academic_policies/exam/administration.pdf

Accommodated Exams

Step by step guide for students requesting to write at Accommodated Exams

http://www.registrar.uwo.ca/examinations/accommodated_exams.html