

## **Duties of Instructors/Chief Proctor**

**The Instructor/Chief Proctor shall be responsible for the conduct of examinations in the examination room. All instructors at Brescia shall assume the role of Chief/Proctor for their exam. If multiple exams are scheduled together, the instructors shall either appointment a Chief Proctor or share the duties as outlined.**

**To this end, the Instructor/Chief Proctor shall:**

1. Be familiar with the instructions for the students regarding conduct
2. Be at the examination room **thirty minutes** before the start of the examination.
3. Give full attention to the conduction of the examination and move frequently throughout the room, proctors must not carry out any other task e.g. reading, eating etc.
4. Make sure coats and bags are at the front or back of the room.
5. Make sure cell phones are switched off and in bags.
6. Exam room announcements must be read out – ensure that the exam names are read out before the exam starts so as to avoid wherever possible students sitting the wrong exam.
7. When candidates are seated and the exam is about to begin, the nearest washrooms should be checked. We strongly advise using the handicap washroom outside of the auditorium. If you are located in another location, check the closest washroom and select one stall only to be used. Students should be escorted to and from the washroom.
8. Inform all students regarding any special instructions related to the examinations being written. Inform students of the procedure to follow when examination has ended. No student may leave the examination room during **the first thirty minutes and the last fifteen minutes** of the examination.
9. Collect signatures on the nominal roll and check the student I.D. card of each student during the first thirty minutes of the examination.
10. Record the name and student number of any student who arrives more than thirty minutes late for an exam and forward this information to the Academic Advisor. Students arriving more than thirty minutes after the start of an exam shall not be allowed to sit the exam.

**If a student becomes ill during the examination:**

1. The Instructor/Chief Proctor should take such actions as may be appropriate and should note the circumstances and other relevant details on the student's examination booklet.

**If a student is suspected of cheating during an examination:**

1. The Instructor/Chief Proctor should document the incident as fully as possible including the name and seating location of students writing in the immediate vicinity, the time at which the incident occurred, and a description of the behaviour observed.
2. At the conclusion of the examination, the Chief Proctor should secure any evidence bearing upon the suspected behaviour as may be available, and should report the matter to the Chair of the Division/Department.



**If there is a fire alarm, loss of power or other emergency during an examination:**

1. If the examination has not started, the decision about whether or not to cancel the exam rests with the Instructor/Chief Proctor. If there is only a short delay, it may be possible to start the examination once it is safe to re-enter the building.
2. The Instructor/Chief Proctor must determine how much additional time should be granted to the students.
3. If the delay lasts longer than one hour, it is recommended that the examination be cancelled.
4. If students have seen the examination, the examination should be cancelled. The students should be advised to consult the Instructor/Academic Advisor about the makeup exam the next business day. However, any examinations already submitted will normally be graded.

**At the conclusion of the examination, the Instructor/Chief Proctor is responsible for:**

1. The orderly conduct of the students during the collection of booklets.
2. The return of unused examination booklets to a neat stack at the front of the examination room.
3. The delivery of verified nominal rolls to the Registrar's Office.

## ***Duties of Proctors***

The Proctors will be responsible to the Instructor/Chief Proctor for:

1. Arriving at the examination room **thirty minutes** before the start of the examination.
2. Performing those duties assigned by the Instructor/Chief Proctor.
3. Collecting the completed examination booklets at the conclusion of the examination. Students who leave the room and neglect to sign their name and submit their completed booklets to the Proctor will be considered as not having written the examination.
4. When candidates are seated and the exam is about to begin, the nearest washrooms should be checked. We strongly advise using the handicap washroom outside of the auditorium. If you are located in another location, check the closest washroom and select one stall only to be used. Students should be escorted to and from the washroom.