

Exam Issues - Information for Faculty

Faculty should run through the “Conduct of Examinations” sheet with students 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.

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 4.4.1 and 4.4.7 of the Faculty Employment Practices (FEP) document, 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.

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 questions are used. 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.