

<b>Name:</b>	Senate Policy on Final Examinations
<b>Policy Number:</b>	8-1016
<b>Approving Authority:</b>	University Senate, Committee on Regulations
<b>Approved:</b>	January 16, 2015
<b>Responsible Office:</b>	University Secretariat
<b>Responsibility:</b>	University Senate, Committee on Regulations
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<b>Supersedes:</b>	Senate Policy on Re-Scheduling Final Examinations as a Result of a Disruption in University Business 8-1003
<b>Next Required Review:</b>	October 2026.

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## 1. Preamble

The Senate of Saint Mary's University has established Regulations on the timing and notification of examinations, the value of examinations and the conduct of examinations (see academic regulation #8 <https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/tests-examinations-evaluations/>).

## 2. Purpose

The purpose of this Policy is to set out procedures to be followed in the administration of an examination. The procedures are intended for both in person and online examinations, as well as proctored exams. Although these procedures focus on final examinations, instructors are encouraged to follow the procedures below for tests during the term, if appropriate.

## 3. Policy

3.1. Students are responsible for knowing the date, time, and location for writing each of their formal examinations. To facilitate this, students can access and print off a copy of their own personal formal examination schedule from Banner Self-Service. While this is accurate when viewed/printed, it is subject to revision; hence, students are responsible for ensuring they have up-to-date schedules.

3.2. Faculty are required to indicate on their course syllabi the format of the exam and necessary equipment that may be required for online exams? (i.e., internet, computer, camera, headset, etc.).

3.3. Instructors are required to be present at in-person examinations. In the event an instructor is unable to be present, an alternate faculty member, approved by the Department Chairperson/Program Coordinator, must be present.

3.4. For virtual exams, instructors are expected to be available and responsive (e.g., to emails) in the event that an issue arises during the period of their exam (e.g., a technical issue; NOTE that faculty are not necessarily expected to resolve the technical issue but are expected to ensure their exam is correctly set up on Brightspace, etc.).

3.5. For in-person exams, instructors are encouraged to have a contingency plan in the event that they cannot be at an examination on time. For example, ensuring that another instructor can access copies of the final examination and that there is someone who can start and invigilate the examination until the instructor arrives.

3.6. Instructors are required to make best effort to create a secure exam environment that discourages cheating. For example, for in-person exams: appropriate spacing of students, multiple versions of the examination with randomized ordering of questions, neighbouring students facing different directions, and alternating students with others writing an exam in a different c

## 5. Proctors

5.1. For exams in remote or online courses that require proctors, specific procedures are to be followed. Students who are registered in an online course and live 100 km or more from the campus and need to write a midterm or final exam in person must arrange to have their exams invigilated. It is the student's responsibility to make these arrangements and to have the proctor form completed (currently available at: <https://www.smu.ca/academics/elearning-centre-current-students-exams.html>).

5.2. Students who are taking online and on-campus courses in the same term need to be available to write exams on campus and are not eligible to write with a proctor. If there are special circumstances that require a proctor in such cases, it must be approved by the course instructor.

5.3. If the student chooses to obtain a proctor, it is the student's responsibility to arrange for the proctor who is acceptable to Saint Mary's University. This person should be identified in sufficient time for the University to assess the student's selection.

5.4. **Students within Canada:** It is recommended students find a proctor service which is often available through other education institutions. If students are unable to use this service from an education institution, possible proctors might be identified from the following categories of employment:

- Lawyer
- Accountant
- Minister, Priest, or Rabbi
- University Professor
- Doctor or Dentist
- Director of Human Resources
- School Principal
- School Teacher

require a proctor employed with a post-secondary institution. If a post-secondary institution is not available, a high school with a suitable invigilator, such as a teacher, will considered

**“Online Supervised Exams**

- 3) Only items (calculators, formula sheets, etc.) authorized by the invigilator may be placed on the worktables.
- 4) Students may not communicate with other students in any way.
- 5) Students must turn off and store all communication devices such that they cannot be seen or accessed during the examination. Holding, using, or having access to a cell phone during an examination is strictly prohibited and is an academic dishonesty offence under the Academic Regulation 18 – Academic Integrity
- 6) Students must store all coats, bags, and other belongings under their seat to ensure that aisles are clear in the event of an emergency evacuation.
- 7) In the case of an emergency that requires the evacuation of the exam room, students must:
  - a) leave their exam papers on their tables,
  - b) collect all personal belongings, and
  - c) leave the room quickly in an orderly fashion.

**RELATED POLICIES, PROCEDURES & DOCUMENTS**

None

**Version History**

Version #	Date Changed	Updated by	Description of Change
1.0	January 16, 2015	Senate Committee on Regulations	
1.1	June 1, 2015	RCED	1.3 (9 85[ ]J0.00pT
1.2	June 1, 2015	Cnat	
1.3	June 1, 2015	Regu0819-141 Tt)6.369529	w 1.i-2 (ere)10.5.52 Tm2405286.4/MCID 345