

## APPENDIX B: EXAM INVIGILATION PROTOCOL FOR FACULTY (GYM)

- Arrive 10 to 15 minutes early to prepare the room for exams.
- Check washrooms and locker area before and during the exam at regular intervals. Allow only one person in the washroom at a time.
- Select the faculty table you will use to invigilate the exam. Tables have been set up at the front, back and both sides of the exam table grid.
- Get your exam booklets from the box at the front of the gym (if required).
- Students cannot exit from the gym within the first 30 minutes of the start of the exam period.
- Students are not allowed entrance to the gym after the first 30 minutes of the exam.
- Seat students as per the seating charts posted on the gym doors and at the faculty tables.
- Check with your colleagues on what students are allowed to have in the exam room e.g. calculators.
- Tell students to leave their books, bags, jackets, hats, electronic devices and TURNED-OFF CELL PHONES at the designated drop-off area in the gym, and then direct them to the appropriate exam location.
- Before the exam begins, request students place their Student ID Card where it is visible. Tell them you will be checking their name on their exam against the information on their student card once the exam begins. Record the name of students without cards or anyone you cannot verify their identity.
- Remember one instructor could have 50+ students writing while another could have only 5. Help each other by walking around regularly and keeping your eyes on all the students in your area.
- For safety reasons, do not leave an instructor alone in the gym. Check with colleagues before you depart. Plan to stay the full three hours.
- If you provide candy etc. to your students, make sure you or they clean up the mess.
- Fill in the *Exam Incident Report* (See Appendix C) if a student is unable to complete an exam for any reason.

### **Student Life staff will be responsible for the following:**

- a. A pencil sharpener is available near the gym office.
- b. Close weight room.
- c. Clean out Gym lockers.