



## **Invigilation Report**

### **To be completed by SSN Coordinator**

Date:

Student Name:

Course Code:

Room Number:

Exam Duration:

Start Time:

Finish Time:

### **To be completed by Invigilator**

Invigilator Name:

Comments:

Exam Finish Time:

Invigilator Signature:

### **Examination returned to program faculty confirmation:**

Date:

Time:

Picked up by:

For assistance please contact in priority order:

Stephen Sebastyan – Ext. 3345, Room 1316

Ray Nielsen – Ext. 3141

Reception – Ext. 0

## **Invigilation Guidelines**

Invigilator(s) will be present and attending to/observing student conduct during the entire exam. Candidates shall not communicate with one another in any manner during the examination.

Should a student be observed cheating during an exam (refer to [Academic Integrity Policy](#)), the Invigilator may remove the examination paper from the student immediately. Any unauthorized material observed in the student's possession shall be confiscated by the Invigilator(s) immediately and included with documentation of the incident.

The Invigilator shall inform the student that the incident will be reported to the Program Communication Liaison.

For students that have exam accommodations that include washroom breaks, the invigilator is advised that while the student is in the washroom to confirm the safety of the student with a verbal check at the washroom door every 5 minutes if necessary.

During the examination, the Invigilator(s) may indicate the elapsed time and may indicate when 10 minutes is remaining until the completion of the examination. Indication can be made clearly on a blackboard or overhead projector or by making an announcement.

At the conclusion of an examination all writing will cease. The invigilator may refuse to accept the papers of candidates who fail to observe this requirement.

Invigilators will complete an Examination Invigilation report at the end of each examination and deposit it with the SSN Coordinator.