

Procedure for the Policy on Examinations – Administration and Printing

Governing Policy:	Examinations – Administration and Printing
Sections:	Examination Procedures for Students ; Examination Proctoring Procedures
Officer(s) Responsible for Procedures:	Vice-Provost (Academic Programs); University Registrar
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These procedures lay out the University's expectations regarding the conduct of examinations and the responsibilities of students, Chief Proctors, and Proctors, and guide the effective administration of undergraduate examinations.

1.0 EXAMINATION PROCEDURES FOR STUDENTS

This section outlines the responsibilities of students and the standards of conduct expected of students during examinations. While these procedures are specific to examinations during the formal examination periods, the principles of academic integrity and responsibilities of students may be seen as guidance that applies to all assessments taken at Western University. Students are responsible for understanding and following these procedures and all applicable University examination policies. Adhering to these expectations ensures a fair examination environment and helps to support the academic integrity of the examination process.

1.1 Student Responsibilities During Examination

(a) Examination Arrival

- Students must ensure that they know the dates and locations of their examinations. Students are responsible for arriving at the correct time and location.
- Arrive to the examination area in advance of the start time of the examination. Students may be admitted to the examination room five minutes before the beginning of the examination. Download and be familiar

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with any academic integrity related software/platform that may be required for an online examination.

- Admission to the examination area will close 30 minutes after the start of the examination. Students entering the examination after its official start should expect additional screening for restricted items.
- Students arriving after the first 30 minutes of the start of the examination will not be allowed to write the examination. Students should advise the Chief Proctor of their situation and contact the Academic Advising Unit of their Faculty of Registration for further instructions.
- Students should use the washroom prior to entering the examination area. During the examination, students must request permission from the Chief Proctor to use the washroom. Breaks during an examination are limited to one student at a time and there may be scenarios where all requests cannot be met.
- There are no breaks permitted during the first 30 minutes of the examination; there are no breaks permitted during the last 30 minutes of the examination.

(b) Authorized and Unauthorized Materials and Storage

- Only bring what is necessary into the examination area to write the examination. Authorized materials for the examination must be stored in a clear bag or clear pencil case.
- All items not required to write the examination must be left outside of the examination area or in the area designated by the Chief Proctor. The University assumes no responsibility for students' personal items.
- No food is permitted at the examination desk. Water is permitted in a water bottle without labels.
- Only materials and aids listed on the examination booklet may be used during the examination. All electronic devices (including, but not limited to: mobile phones, tablets, laptops, smart watches, smart glasses, earbuds, and recording devices) must be powered off and stored in the designated area.
- Possession of unauthorized materials or electronic devices during an examination is a scholastic offence.

(c) Maintaining Academic Integrity

- Refrain from communicating with other students after entering the examination room; giving or receiving information to or from any student, person, or source other than a Proctor may constitute a scholastic offence.
- Read any posted instructions concerning seating and other arrangements within the examination room.
- Place valid Western ONECard on the top left corner of the desk for verification. Ensure the examination is for the appropriate course and sign the nominal roll circulated by the Proctor.
- Read and sign the required attestation regarding electronic devices and unauthorized aids in the examination area.

(d) Completing the Examination

- Use only the examination materials and permitted aids explicitly listed in the examination instructions.
- Use only the approved answer form supplied for the examination, such as the question paper, answer booklet, Gradescope bubble sheet, or authorized computer program. When using answer booklets, complete all work, including rough work, in the booklet provided. Do not write on any other paper. Do not remove pages from the answer booklets. Do not save files generated during online examinations. Keep all examination materials on the desk.
- Remain seated, raise hand, and ask a Proctor for additional examination booklets, if required.
- Ensure all identifying information is entered (for instance, student number, name, course number) prior to the end of the examination; failure to submit the examination properly may result in the examination being recorded as not completed.
- Do not remove any examination papers or answer booklets from the examination area without explicit permission from the Chief Proctor to do so.
- Students must remain in the examination area during the final 15 minutes of the examination.
- At the conclusion of the examination, remain seated until a Proctor collects all completed examination materials.

2.0 EXAMINATION PROCTORING PROCEDURES

This section outlines the duties of the Chief Proctor and Proctors for the administration of undergraduate examinations. These procedures establish consistent practices across the Faculties. Chief Proctors and Proctors must complete mandatory training delivered by the Faculties.

2.1 Allocation of Proctors

At least two Proctors are typically required for each examination and surrounding area (for instance, to monitor breaks).

2.2 Procedures for Chief Proctor

The Chief Proctor is responsible for the conduct of examinations in the examination area.

(a) In advance of the examination

- Review policy and be familiar with instructions for students regarding examination conduct.

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(b) On the day of the examination

- Arrive to the examination area at least 30 minutes prior to the start of the examination.
- Ensure that all examination supplies are present in the examination area, this may include: examination papers, nominal roll, attestation forms, proctor instructions, incident forms, and booklets.
- Brief all Proctors on their duties during the examination.
- Review any special instructions or specific examination seating arrangements with Proctors.
- Direct the Proctors to conduct a thorough inspection of the examination area and designated washrooms, identifying and removing any unauthorized materials, electronic devices, or communication devices.

(c) Distribute Materials

- Provide examination papers and required supplies to Proctors.

(d) Communicate Seating

- Clearly indicate row numbers and seating arrangements.

(e) Provide Instructions to Students

- Clearly explain all examination-specific instructions, including procedures for submitting examination booklets and materials at the end of the examination.
- Read the required student attestation regarding electronic devices and unpermitted aids in the examination room.

(f) Confirm Student Attendance and Compliance

- In the first 30 minutes, verify student identification and collect student signatures on nominal roll. Ensure each student verifies and signs that they do not have any electronic devices or unpermitted aids in the examination area and that personal devices are powered off and stored.
- Students who do not possess appropriate identification or who do not sign the nominal roll should be directed to the Chief Proctor.

(g) Monitor the Examination

- Continuously observe all students during the examination.
- If an incident occurs, document all relevant details and report to the course instructor .

(h) Address Suspected Academic Misconduct

- If potential academic misconduct is suspected, complete the examination incident report and submit it to the course instructor after the examination. Collect examination incident reports completed by Proctors and submit them to the course instructor after the examination.

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(i) Manage Student Breaks

- Students may need a break for prayer, washroom usage, or food/nutrition.
- Breaks are not permitted in the first 30 minutes of the examination and the last 30 minutes of the examination.
- If a student indicates that they need a break once the examination has started:
 - Record the student's name, student number, and time they leave the examination room.
 - Ensure a Proctor is available to escort the student from the examination room to the washroom entrance, designated prayer space, or break area, and back to the examination area.
 - Record the student's return time and document any concerning activity observed during the washroom break or any break that exceeds five minutes.
 - Report and flag any concerning activity or extended breaks to the course instructor after the examination for further consideration.

(j) Manage Student Illness

- If a student becomes ill during the examination:
 - In the case of a medical emergency, call 911. For non-emergent medical issues call Western Special Constable Service at (519) 661-3300.
 - Collect the examination booklet if the student must leave the examination.
 - Record all relevant details on the student's examination booklet.

(k) Manage Emergency Situations

- In the event of a fire alarm, power outage, or other emergency situation:
 - In the case of an emergency, call 911 and follow emergency response instructions.
 - Decide whether to cancel the examination if the examination has not yet started.
 - If the delay is brief, resume the examination once it is safe to re-enter the building.
 - Determine whether to allow additional time and communicate this clearly to students.
 - If the delay exceeds one hour, cancel the examination and instruct candidates to contact the Associate Dean to request a make-up examination.

(l) Close the Examination

- At the end of the examination writing time:
 - Announce the examination has concluded and instruct students to stop working and close examination materials.
 - Collect all examination materials.

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- Ensure Proctors confirm examination counts and verify against the nominal roll. Sign the nominal roll.
- Submit the verified nominal roll to the Department Chair or Associate Dean, as appropriate.

2.3 Procedures for Proctors

(a) Arrival and Duties

- Arrive to the examination area at least 30 minutes prior to the start of the examination to set up the examination area and to be briefed on duties by the Chief Proctor.
- Review any special instructions and seating arrangements for the examination.
- Perform duties as assigned by the Chief Proctor.
- Conduct a thorough inspection of the examination room and designated washrooms before students enter, identifying and removing any unauthorized materials, electronic devices, or communication devices.

(b) Monitor the Examination

- Continuously observe all students during the examination.
- Continuously monitor the area by walking the aisles and/or standing in a location with a clear view of the entire examination room.
- If concerning activity is observed, document the incident and complete the examination incident report and submit it to the Chief Proctor.

(c) Monitor Student Breaks

- When the Chief Proctor permits a student's request for a break:
 - Escort student from the examination area to the nearest designated washroom or prayer location.
 - Remain stationed outside the designated areas for the duration of the student's break. Escort student back to the examination room to their seat.
 - Report any observed concerning activity during the break, or an extended break, to the Chief Proctor.

(d) Close the Examination

- At the end of the examination writing time:
 - Collect all examination materials from students.
 - Verify receipt of completed booklets. Sign the nominal roll.
 - Collect and return unused examination materials to the department

Last Reviewed: *