



## SENATE POLICY

### Policy on Conduct of Exams and Tests

(Senate-approved: June 18, 1986)

(Senate-amended: June 9, 2005, May 10, 2006, December 5, 2006, May 10, 2013, February 14, 2014, October 7, 2016, November 11, 2016)

### Preamble

The purpose of this policy is to communicate the expectations of the University of Windsor on the proper conduct of tests and exams. Consequently, a list of related bylaws and policies, along with the suggestion that reference to this policy appear on all course outlines is included.

### List of Related Bylaws and Policies

Bylaw 31: Student Affairs and Integrity

Bylaw 32: Procedural Irregularities and Discrimination Regarding Academic Instruction, Evaluation, and Appeals

Bylaw 51: Academic Evaluation Procedures

Policy on Medical Notes from Regulated Health Professionals

Policy on Minimum Number of Days between Last Day of Classes and the Beginning of the Final Examination Period

Policy on Multiple Final Examinations in One Calendar Day

Policy on Student Code of Conduct

### Communication Plan

All course outlines should include the statement, "Students are advised to read Senate Policy on the Conduct of Tests and Exams" and should include the relevant URL.

### Definitions

1. An "**exam**" is any formal evaluative procedure with no, or limited, access to information sources. As such this policy applies to the final examination and to term tests.
2. The "**Presiding Officer**" is the course instructor or his/her delegate.
3. A "**Candidate**" is any student whose name appears on the official class list supplied by the Office of the Registrar.
4. A "**Proctor**" is any person assigned to assist with the administration of the exam.
5. An "**Exam Official**" means the Presiding Officer, a Course Instructor, and/or a Proctor.

### Conduct

The Exam Officials are expected to administer the exam in accordance with this policy and related bylaws and policies.

Candidates are expected to follow the instructions of the Exam Officials, to complete their exams in a manner that is respectful to all other candidates, that upholds academic integrity, and that is consistent with the Senate Policy on Student Code of Conduct.

## **Compliance**

Candidates who fail to comply with this and related bylaws and policies may be subject to disciplinary procedures of the University under Senate Bylaw 31.

## **Attendance and Identification**

1. Only candidates will be allowed to enter the exam room.
2. Candidates may be required to present their University of Windsor Student I.D. or a government issued photo ID card upon entering the exam room and in all cases must display their I.D. cards for the duration of the exam.
3. See Appendix A for guidelines for the verification of the identity of candidates wearing facial garments.

## **Exam Process**

1. Candidates are to be admitted to the exam room early enough to ensure that the exam will begin at the scheduled time.
2. Candidates are not permitted to enter the exam room 30 minutes after the start of the exam.
3. Candidates may not leave the exam room until 30 minutes after the start of the exam or before their attendance has been recorded.
4. During the last 5 minutes of the written exam period, in order that remaining candidates are not disrupted, candidates must remain seated and may not leave the exam room.
5. Candidates may not leave the exam room without the permission of the Presiding Officer. If the candidate is to return to the exam room s/he must be accompanied by an Exam Official.
6. Candidates must sign the attendance list either during and/or at the end of the exam.
7. For written exams, candidates must remain seated during the exam period.
8. A candidate needing to speak to an Exam Official should so indicate by raising his/her hand.
9. All communication during the exam period must be in the language of instruction.
10. If there are any special circumstances in which a candidate might need to have access to a cell phone or other electronic device during an exam, *e.g.*, a sick family member, the candidate must discuss this with the Presiding Officer before the start of the exam.
11. A candidate giving assistance to, or receiving assistance from, or communicating in any manner, with any person other than an Exam Official may be subject to the disciplinary procedures of the University under Senate Bylaw 31.
12. If a candidate chooses, s/he may write a note to an Exam Official during the exam to report a possible misconduct. The Presiding Officer will investigate.
13. Eating is not permitted unless required for medical reasons and pre-approved by the Presiding Officer.
14. Head coverings (*e.g.*, hats) may be worn as long as they do not obscure facial features. Refer to Appendix A for exceptions.
15. Candidates must not use, or attempt to use, any unauthorized device or source of information during the exam. Unauthorized electronic devices must be properly stored, as instructed by the Presiding Officer. Refer to Appendix C for procedures to be used in cases of suspected possession or use of unauthorized aids.
16. Items that remain on the candidate's desk that are pre-approved by the Presiding Officer are subject to inspection with consent of the student. Where consent is not granted, the candidate will be required to store the items so that they are not accessible during the exam.
17. Candidates are permitted to take time for prayer during the exam period in order to fulfill their religious commitments. Candidates wishing to kneel for prayer must make prior arrangements with the Presiding Officer. In all cases, prayer must be completed so that there is minimal disruption to other candidates.

18. For written exams, the Presiding Officer will inform the candidates when there are 15 minutes and 5 minutes remaining in the exam period.
19. For written exams, when the end of the exam is announced all candidates will immediately cease writing. The Exam Officials will collect all exam materials from the seated candidates. When all exam materials have been collected, the Presiding Officer will announce that candidates may leave the room.
20. The question paper belongs to the candidate unless otherwise stated.
21. In the event of a medical emergency or an emergency requiring evacuation, follow the procedures in Appendix B.

## APPENDIX A

### GUIDELINES FOR VERIFYING THE IDENTITY OF CANDIDATES WEARING FACIAL GARMENTS

Exam Officials should follow the identification verification guidelines below for candidates wearing a facial garment that hides some or all of the candidate's face.

1. If the course instructor knows that a candidate wears a facial garment, then the candidate should be advised of these procedures before the exam. Further, the course instructor should ensure that an Exam Official of the same gender as the candidate is present. This "*designated exam official*" should be made aware of this policy.
2. The course instructor should advise the candidate to attend the exam room twenty minutes before all candidates are permitted entrance so that the candidate's identity can be verified privately. If it is not possible for the candidate's identity to be verified prior to the exam, verification will take place as soon as possible after the exam has started.
3. Upon the candidate's arrival or as soon thereafter as is practicable, the designated exam official will discretely ask the candidate to accompany him or her to a private place with his or her University of Windsor Student I.D. or a government issued photo ID card so that the candidate's identity can be verified.
4. In the event that (a) the exam has already begun; or (b) the question cannot be posed privately to the candidate; or (c) the Presiding Officer had no prior knowledge that the candidate would attend to write the exam wearing a facial garment, the designated exam official shall, discretely, give the candidate a note requesting the candidate to go with the designated exam official to a private place for the purpose of identity verification.
5. The candidate wearing the facial garment is required to accompany the designated exam official to a private place (e.g., a restroom or a separate screened area in the exam room set aside for this purpose) and remove the facial garment so that the designated exam official may verify the candidate's identity.
6. Once the candidate wearing the facial garment has been successfully identified, the candidate may return to take his or her place at the exam.
7. If it is necessary to verify a candidate's identity after an exam has been started, the candidate shall be entitled to extra time to complete the exam, if needed, equal to the number of minutes required to verify his or her identity. The final decision as to the actual time spent verifying identity shall rest with the Presiding Officer.
8. Course instructors familiar with the candidate wearing a facial garment may confirm the candidate's identity, nullifying the need for private identification by the designated exam official.
9. These guidelines apply to all candidates, male or female, wearing any garment that hides some or all of their face.

## Appendix B

### Emergency Procedures

#### Medical Emergencies

1. If a candidate requires immediate medical assistance (convulsion, fainting, *etc.*), the Presiding Officer will call for an ambulance **through the University of Windsor Emergency Response Team (911 on any CAMPUS PHONE or dial 519-253-3000 ext. 4444 on a cellphone)**. The ambulance attendants will be informed that an exam is being conducted and they will be asked to remove the candidate with as little disruption as possible to the other candidates.
2. If a candidate approaches an exam official during the exam indicating that s/he is ill, the exam official will consult with the instructor of the course and will instruct the candidate to leave the exam centre and go immediately to a doctor to obtain documentation needed to be excused from the exam on that day. Based on the severity of the emergency, an exam official will determine the steps necessary to minimize the distraction to the other candidates writing the exam.

#### Emergencies Requiring Evacuation

1. Determine the nature of the emergency.
2. Inform candidates of the nature of the emergency.
3. If safety permits, direct candidates to collect any valuable personal belongings which they have at their desk (*e.g.*, purses and wallets) and to exit the room. Examination conditions will remain in force and candidates must not communicate with each other at any time.
4. At the conclusion of the exam, complete a report for the Office of the appropriate Dean on the details of the emergency and whether, in the opinion of the Presiding Officer, the results of the exam will be acceptable. The Office of the Dean will determine within 24 hours of the emergency whether the exam will be rescheduled.

#### Threatening Behaviour

1. If behaviour or misconduct occurs that threatens the safety of a University community member, the behaviour must be reported immediately to the Presiding Officer, or if in immediate danger to Campus Community Police at ext 911.

## Appendix C

### **Procedures in Cases of Suspected Possession or Use of Unauthorized Aids**

Use and/or possession of an unauthorized aid constitutes academic misconduct. Allegations of use or possession of unauthorized aids will be dealt with in accordance with Bylaw 31.

Because of their storage and data retrieval capabilities, the use of unauthorized electronic aids is considered to be major cheating. The University also treats possession of an unauthorized electronic device as a violation of exam/test rules that may be subject to disciplinary procedures under Bylaw 31.

If unauthorized devices or materials are found to be accessible to a candidate(s), the exam official, quietly and unobtrusively so as not to disturb the other candidates, shall:

1. Attempt to get a corroborating witness, *e.g.*, another exam official, to verify the observation;
2. Confiscate the device or material not authorized for use in the exam for the duration of the exam period.
3. Take possession of the candidate(s)'s student ID card(s) or other identification, letting him/her know that the ID card(s) can be retrieved after the end of the exam period.
4. If an electronic device is confiscated, record the brand name, model number, whether it was in an on, off or dormant state and whether it was concealed. Inform the student that the electronic device will be returned to him/her upon the completion of the exam. Under no circumstances should the electronic device be searched or taken from the examination room. Have the student sign a note acknowledging the return of the electronic device.
5. Collect all evidence and answer books of the candidate(s) involved, briefly explaining the reason for these actions. The Presiding Officer will provide unused answer books to the candidate(s) who shall continue writing the exam. In all cases of suspected exam cheating, students are to be allowed to finish writing the exam.
6. Record the name(s), student ID number(s), date and time of the act of misconduct, and the precise nature of the activity;
7. At the close of the exam session, inform the candidate(s) involved that the incident may be subject to disciplinary procedures under Senate Bylaw 31 and return the candidate(s)'s student ID card(s) or other identification, and any electronic devices. Other materials, such as cheat notes, should be retained by the Exam Official.