



Office of the University Registrar
Policy, Guidelines and Procedures for the
Conduct of Examinations

April 2017 Official Examination Period

<https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/curexam>

Table of Contents

Emergency Telephone Numbers	3
Procedures for the Conduct of Examinations	4-6
Invigilator Procedures	5
Attendance Procedures	5
Students Who Arrive Late	5
Washroom Breaks	6
Academic Dishonesty During an Exam	6
General Disturbances	6
Examination Booklets	7
Emergencies and Disruptions	8-12
Types of Emergences and Disruptions	8
Overall Guiding Principles	8
Medical Emergencies	8
Evacuation / Emergency Procedures	9-10
Announcements in the Event of a Disruption	11-12
Exam Conflict Procedures	13
Deferred & Make-Up Exam Procedures – During the Examination Period	14
Deferred Exam Procedures – After the Examination Period	14
Conflict, Deferred and Make Up Exam Schedule	15
Procedures for Students with Disabilities who are Requesting Accommodation	16
Senate Guidelines for the Conduct of Examinations	17-19
Purpose	17
Exam Schedule	17
Examination Rooms	17
Invigilation of Examinations	18
Accommodations for Special Circumstances	18
Admission to Examinations	18
During Examinations	19
Student Admission and Conduct in Examinations	19
Emergency Interruptions of an Examination	19

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Please Remember to Bring These Instructions to the Examination

Security Tip

Upon arriving at your exam room, please locate the nearest telephone in case of emergencies. Alternatively, course directors / chief invigilators may wish to carry a cellphone. For more safety tips, locations of emergency phones and to download the York U Safety APP, please visit yorku.ca/safety.

Emergency Telephone Numbers

Caretaking – Issues Regarding Locked Exam Rooms 7am to 4pm Monday to Friday	416-736-2100 ext. 22401
Security Services – Issues Regarding Locked Exam Rooms After 4pm Monday to Friday and on weekends	416-650-8000 or ext. 58000
ITC - Questions regarding equipment orders/issues	416-736-5065 or ext. 55065 ithelp@yorku.ca http://ceo.yorku.ca/
Denise Closs Assistant Registrar, Academic Scheduling	416-736-2100, ext. 33260 416-994-0023 (emergency cellphone)

Procedures for the Conduct of Examinations

Invigilator Procedures

- Arrive at the examination room at least 30 minutes prior to the beginning of the examination (exception is Aviva and Tait). **Exam rooms will not be available earlier than one half hour before the scheduled start of the examination and must be vacated within one half hour of the end of the exam.**
- Ensure the correct exam papers and materials are available for distribution.
- Ensure admission and seating of students creates an environment conducive to maintaining the academic integrity of the exam environment (i.e. identification check, alternate seating if appropriate and any other logistics as appropriate to the local setting). If it is a common exam, designate rows by course section (if applicable).
- **At the start of the exam, the chief invigilator should do the following:**
 1. Identify the examination being written - course number and section(s).
 2. Instruct students to write the course name, number and section on their answer booklets and/or scantron sheet.
 3. Remind students to number the booklets in sequence.
 4. Remind students to place all unapproved electronic devices, **including all internet capable and personal storage devices of all kinds**, backpacks and any other unauthorized material under their chair **(not in the aisles or the front of the room)** and to not use any of these items even during an exam disruption. Failure to comply with this directive may be considered a breach of academic honesty.
 5. Advise students that **all internet capable and personal storage devices of all kinds** MUST be turned OFF, including vibrate and that if they attempt to access a cellphone during the exam, it will be confiscated and only returned at the end of the exam. Note: Be sure to document which student(s) had their cellphone etc. confiscated.
- As soon as all of the question papers have been distributed, the time should be noted and announced as the official start of the examination. It should also be announced that students **may not leave the examination room as follows:**
 1. During the first 30 minutes of the examination.
 2. During the last 15 minutes of the examination.
- **Invigilators should be actively monitoring students throughout the duration of the examination – constant “walk about” throughout the room.**

Attendance Procedures

- The attendance sheets are available **from the course academic department**.
 1. Students sign the attendance sheet.
 2. Students must produce a YU-card and/or a photo-bearing form of identification such as a driver's license or passport.
 - A. If a course director (or TA) cannot identify a student and if the student does not have photo-identification, this should be noted on the sign-in sheet. At the end of the exam, the student should be issued a note, indicating they are to meet with the course director, **preferably within two working days, in order to present appropriate identification.**
 - B. If a student's name is **not** on the attendance sheet, add it to the list and have the student sign-in. Advise the student to contact the course academic department to resolve the matter.
- Inform students that, by signing the attendance sheet, they are acknowledging their responsibility for adhering to the Senate Policy on Academic Honesty.
- Within one working day of the end of the exam, invigilators should return the original attendance sheet to course academic department.
- These sheets will be kept by the academic department in case questions arise concerning the presence and/or identity of a given student at the examination. Course directors may want to make a photocopy for their own records.

Students who arrive late

- Students who arrive at the exam room within the first 30 minutes of the exam will be permitted to enter and write the examination, with the completion time as originally scheduled – **no extra time is given**.
- Students who arrive later than 30 minutes after the start of the exam may not be admitted to the examination room without the permission of the chief invigilator. Students may, however, request a **Deferred Standing Agreement** (this form is available for downloading on the Current Students' Web site <http://www.registrar.yorku.ca/exams/deferred/index.htm>), or file a petition. If approved, students must submit the completed Deferred Standing Agreement Form, and the relevant documentation, to the academic school/department/unit offering the course.
- To apply for deferred standing, it is the student's responsibility to meet with the professor to arrange, where possible, a rescheduled exam.

Washroom Breaks

- Students are not permitted to take electronic devices, backpacks, large bags etc. into the washroom.
- Students are to be escorted to the washrooms, if sufficient invigilator staff is available.
- If a student takes more than the general expected time in the washroom, check on the student. If the student is of the opposite gender, the invigilator may ask another invigilator of the appropriate gender to check on the student.
- Invigilators should check the washroom periodically, i.e. checking for hidden notes etc.

Academic Dishonesty During an Exam

- If an invigilator notices that a student is receiving illegal assistance during the exam, either from another student or from unauthorized material, the chief invigilator should be informed immediately.
- If the chief invigilator determines that intervention is warranted, action should be taken in the presence of an assistant invigilator as a witness to the intervention.
- The student should be permitted to continue the exam, but the chief invigilator should confiscate the exam paper, exam booklet, scantron etc. and the unauthorized material being used.
- This action should be recorded on the cover of the impounded materials and new exam materials should be given to the student to allow them to continue the examination.
- The chief invigilator should report the incident to the relevant office in their Faculty within one working day of the end of the exam.

General Disturbances

- If construction/maintenance noise is disrupting an exam, an invigilator should request that the workers reduce the noise level or discontinue the work for the duration of the examination.
- If this request is denied, the maintenance dispatcher should be contacted at ext. 22401. During evenings (after 4pm) or on weekends call Security at 416-650-8000 or Ext. 58000.

Examination Booklets

- Note:** The Office of the University Registrar only provides examination booklets for exams scheduled during an official examination period.
- **Examination booklets are available on site for exams held in the Aviva Center and Tait Fieldhouse.**
 - For all other locations, booklets will be available at the Examination Booklet Pick-Up/Return room, VH 1005 during the official examination period.
 - To ensure academic integrity and related security, exam booklets **MUST** be kept in a secure location at all times (whether used or unused).

VARI HALL

Examination Booklet Pick-Up / Return Location

**Friday, April 7 to Monday, April 24
(closed April 14 and 16)**

Note: If no exams are scheduled for a particular day, the Examination Booklet Pick-Up / Return room WILL NOT BE OPEN

Day	Time	Location
Monday to Saturday	8 a.m. to 7 p.m.	Vari Hall 1005
Sunday	9 a.m. to 7 p.m.	Vari Hall 1005

As noted in Senate Policy #009;

Unused examination booklets must be kept in a locked, secure cabinet or room. It is important that you do NOT leave unused exam books in the exam room or outside of the exam booklet distribution location for obvious security reasons.

Emergencies and Disruptions

IN A LIFE THREATENING EMERGENCY, CALL 911

For situations where people or property, are at immediate risk, (medical emergency, fire or a crime in progress) call 911 directly and when it is safe to do so call York Security at 416-736-5333 or ext. 33333.

For Urgent Matters that require Security Services call 416-736-5333, ext. 33333 or from one of the Blue Light Emergency phones or the Indoor Safety Phones located through the campus. Fall other Security related matters, please call 416-650-8000 or ext. 58000.

Types of Emergencies and Disruptions

The types of disruptions that may occur during a test or in-class examination covered under this guideline include:

- A fire alarm
- Student(s) experiencing a medical issue
- An unexpected facilities issue (such as a sudden water leak or power outage)

For all other disruptions such as campus or building-wide emergencies or security issues, the invigilator in charge must follow directions as provided through campus-wide announcements and/or security personnel.

Overall Guiding Principles

In the event of a disruption as defined above, the priorities are as follows:

1. Ensure the immediate safety and well-being of students and staff in the location
2. Maintain the academic integrity of the test and/or in-class examination as much as possible
3. Resume the test or in-class examination once the situation is resolved

Medical Emergencies

In case of a medical emergency:

- 1) Provide basic first aid
- 2) Call 911 and give them the following information:
 - a) That you are calling from York University and the building name
 - b) The exact location of the ill or injured person i.e. the room number
 - c) Describe the nature or severity of the medical problem
 - d) Your name and telephone number
- 3) Call York University Security Services at Ext. 33333 or 416-736-5333 to let them know you called 911 and the reason for the call.
 - a) They will ensure the emergency responders get to the building and location.
 - b) Security personal are trained in first aid and CPR, carry first aid kits and AEDs in their patrol vehicles and will also respond directly to your location to provide assistance.
 - c) In the event that the 911 dispatcher wants you to stay on the phone until emergency services arrive, try to have another person in the room call Security Services.
- 4) DO NOT move critically ill or injured persons unless it is essential for their safety. Try to make them comfortable.
- 5) Follow the instructions of security personnel and, if instructed to do so, follow the evacuation procedures to clear the classroom.

Evacuation / Emergency Procedures

In the event of a disruption for whatever reason (i.e. due to fire alarms etc.), the following standard announcement and instructions are to be read:

“May I have your attention” Stop writing and put down your pen or pencil. Due to an emergency we have been directed to evacuate the building. Listen carefully to the following instructions.

1. Leave all of your exam papers (i.e. question sheets, answer booklets etc.) on the desk.
2. DO NOT consult study material or discuss any aspect of the exam until your exam resumes. Failure to comply with this direction may be considered a breach of Academic Honesty and subject to disciplinary action.
3. All electronic devices, head sets and cellphones MUST REMAIN OFF, no matter how long the delay.
4. Remain calm.
5. Pick up all of your personal belongings (jackets, purses, bags).
6. Exit the building in an orderly fashion and NO TALKING.
7. Follow all instructions from staff and Security Services.
8. Stay outside the building until your professor, The Office of the University Registrar or Security Services provides further instructions.
9. Please remain in the designated area – you are not permitted to leave without the permission of the chief invigilator.

Failure to follow the above instructions related to the integrity of the exam will be investigated in accordance with the Senate Policy on Academic Honesty.

Thank you for your cooperation.”

Invigilators should do the following:

- Gather all examination materials prior to the students leaving the location as long as it is possible to do this safely and without compromising personal safety. This is to maintain the security and integrity of the examination process.
- **Instruct students to gather all of their belongings** and leave in an orderly fashion. Any items left behind will result in lengthy delays.
- Accompany students to the identified safe zone.
- Identify yourself as a point of contact to York Security and consult with the security team directly for instructions on when it is safe to return to the building.
- Contact the Registrar's Office, Denise Closs, Cell: 416-994-0023

Students should do the following:

- Gather all personal belongings and leave in an orderly fashion.
- Wait with an invigilator in the identified safe zone for further instructions.
- Avoid accessing any materials, electronic devices or discussing the exam. Failure to comply with this directive may be considered a breach of academic honesty and subject to disciplinary action.

What Next?

Once a building has been evacuated, depending on the nature and length of the disruption, there are two options available to the chief invigilator in consultation with the Office of the University Registrar:

1. Evacuation / Resumption of Exam

- Once evacuated, all students are to remain in the designated area and should be reminded that they are not permitted to leave without the permission of the chief invigilator.
- The general guideline is that if a disruption occurs that is **45 MINUTES OR LESS IN DURATION**, the exam will resume.
- If the disruption is **MORE THAN 45 MINUTES IN DURATION**, the chief invigilator will be given the option of rescheduling the exam or relocating to continue. Please note that the relocation option is dependent on space availability.
- Once Toronto Police or Fire Department have given clearance and the alarms have been reset, students will be informed (by the Office of the University Registrar, Security, chief invigilator and/or invigilators) that the exam will resume and the end time will be adjusted to account for any lost time due to the disruption.

2. Evacuation / Rescheduling of Exam

- Once evacuated, all students are to remain in the designated area and should be reminded that they are not permitted to leave without the permission of the chief invigilator.
- If the decision is made to reschedule the exam, students will be advised that rescheduling information will be posted on the York University Web site (www.yorku.ca) within 24 hours.

**SAFETY IS THE PRIMARY CONCERN IN AN
EMERGENCY.
IF NECESSARY, INVIGILATORS SHOULD
RETURN TO COLLECT EXAMS ONLY AFTER THE
BUILDING HAS BEEN CLEARED.**

Office of the University Registrar
Suite W223, Second Floor
Bennett Centre for Student Services

**IN THE EVENT OF A DISRUPTION, PLEASE READ THE FOLLOWING
STATEMENT TO STUDENTS:**

ANNOUNCEMENT #1 – INSTRUCTIONS TO EVACUATE:

“May I have your attention. Stop writing and put down your pen or pencil. Due to an emergency we have been directed to evacuate the building. Listen carefully to the following instructions.

1. Leave all of your exam papers (i.e. question sheets, answer booklets etc.) on the desk.
2. **DO NOT** consult study material or discuss any aspect of the exam until the exam resumes. Failure to comply with this direction may be considered a breach of Academic Honesty and subject to disciplinary action.
3. All electronic devices, head sets and cellphones **MUST REMAIN OFF**, no matter how long the delay.
4. Remain calm.
5. Pick up all of your personal belongings (jackets, purses, bags).
6. Exit the building in an orderly fashion and **NO TALKING**.
7. Follow all instructions from staff and Security Services.
8. Stay outside the building until your professor, The Office of the University Registrar or Security Services provides further instructions.
9. Please remain in the designated area - you are not permitted to leave without the permission of the chief invigilator. ”

Failure to follow the above instructions related to the integrity of the exam will be investigated in accordance with the Senate Policy on Academic Honesty.

Thank you for your cooperation.”

ANNOUNCEMENT #2 – IF EXAM WILL RESUME:

1. Toronto Police and/or Fire Department have given clearance and the alarms have been reset.
2. The exam will resume as scheduled and the end time will be adjusted to account for any lost time due to the disruption.

ANNOUNCEMENT #3 – IF EXAM WILL BE RESCHEDULED:

1. Students are to be advised (by the chief invigilator and/or the Office of the University Registrar) that the exam will be rescheduled and rescheduling information will be posted on the York University Web site (www.yorku.ca) within 24 hours.

Exam Conflict Procedures

During the December and April official examination periods, The Office of the University Registrar is **responsible for scheduling exams for students who have conflicts**. See page 15 for room schedule information.

- The Office of the University Registrar will provide each department with a report of the students who have a conflict along with the new date, time and location for the exam.
- The Office of the University Registrar will notify the student of the new date, time and location for their rescheduled exam.
- The department must notify the course director of the conflict and the rescheduled exam date well in advance to allow the instructor time to prepare the alternate exam (if applicable).
- When a rescheduled exam has been arranged, **the department MUST provide The Office of the University Registrar (exams@yorku.ca) with the following items 3 business days prior to the date of the exam:**
 1. A copy of the exam to be administered.
 2. Any special instructions.
 3. Details regarding the duration of the exam.
 4. A telephone number where the course director may be reached in an emergency.
- All completed conflict examinations will be returned to academic departments within 2-3 business days. It is the academic department's responsibility to forward exam materials to the appropriate course instructor.

Deferred & Make-Up Exam Procedures – During the Examination Period

- Course directors are responsible for making arrangements with students to write rescheduled exams (missed, deferred or religious accommodation).
- The Office of the University Registrar will provide invigilators and one exam room during the December and April official examination periods only.
- If a course instructor would like a Office of the University Registrar invigilator to administer the exam, **he/she MUST submit the request to their designated department contact who will then contact The Office of the University Registrar to make the appropriate arrangements.** The course instructor or the designated department contact **MUST then provide** The Office of the University Registrar (exams@yorku.ca) with the following items **3 business days prior to the date of the exam**:
 1. A copy of the exam to be administered.
 2. A list of student name(s) and student number(s).
 3. Any special instructions.
 4. Details regarding the duration of the exam.
 5. Telephone number where the course director may be reached in an emergency.

Important Points:

1. Department requests MUST be submitted **a minimum of 3 days prior to the requested date.**
Note: If a department does not provide the required lead time, in this instance, an alternate available date will be provided.
2. If a student arrives at the exam location stating that he/she was advised that they could write their test/exam and The Office of the University Registrar does not have this information on file, the student **WILL NOT BE PERMITTED TO WRITE THE EXAM.**

Note: If no students have been scheduled in advance, the room and The Office of the University Registrar invigilators will not be scheduled or available.

- All completed rescheduled examinations will be returned to academic departments within 2-3 business days. It is the academic department's responsibility to forward exam materials to the appropriate course instructor.

1. Exams for students who are writing deferred or make-up exams should be forwarded to exams@yorku.ca.
2. Alternate exams for students who are registered with Counselling & Disability Services and require accommodations should be sent to altprof@yorku.ca.

Deferred Exam Procedures – After the Examination Period

Students must make arrangements with their course director to write an exam at a time other than the formally scheduled time. The reasons for such an arrangement can range from deferred standing agreements to religious accommodation (not submitted within the timeframe) or missed exams.

Conflict, Deferred and Make Up Exam Schedule

Date	Location	Examination Periods
Friday, April 7, 2017	CLH B Curtis Lecture Hall	9am to 12pm 2pm to 5pm
Monday, April 10, 2017	CLH B Curtis Lecture Hall	2pm to 5pm 7pm to 10pm
Tuesday, April 11, 2017	CLH B Curtis Lecture Hall	9am to 12pm 2pm to 5pm 7pm to 10pm
Wednesday, April 12, 2017	CLH B Curtis Lecture Hall	9am to 12pm 2pm to 5pm 7pm to 10pm
Thursday, April 13, 2017	CLH B Curtis Lecture Hall	9am to 12pm 2pm to 5pm 7pm to 10pm
Monday, April 17, 2017	CLH B Curtis Lecture Hall	2pm to 5pm 7pm to 10pm
Tuesday, April 18, 2017	CLH B Curtis Lecture Hall	9am to 12pm 2pm to 5pm 7pm to 10pm
Wednesday, April 19, 2017	CLH B Curtis Lecture Hall	9am to 12pm 2pm to 5pm 7pm to 10pm
Thursday, April 20, 2017	CLH B Curtis Lecture Hall	9am to 12pm 2pm to 5pm 7pm to 10pm
Friday, April 21, 2017	CLH B Curtis Lecture Hall	9am to 12pm 2pm to 5pm
Monday, April 24, 2017	CLH B Curtis Lecture Hall	2pm to 5pm 7pm to 10pm

Procedures for Students with Disabilities who are Requesting Accommodation

<http://altexams.apps01.yorku.ca/>

Students with disabilities are required to register with Counselling & Disability Services in advance of receiving accommodation for tests and exams.

Counselling & Disability Services Contact Information

Department	Address	Telephone	Web site
Counselling & Disability Services, Keele	N110 Bennett Centre for Student Services	416-736-5297	www.yorku.ca/cds
Counselling & Disability Services, Glendon	Glendon Hall 111A	416-487-6709	www.glendon.yorku.ca/counselling

Senate Policy on the Conduct of Examinations

- 1.1 The Senate of York University affirms the University's commitment to maintain the highest standards of academic integrity in the examination process, in accordance with the standards and principles established in the *Senate Policy on Academic Honesty*, the *Senate Policy on Academic Accommodation for Students with Disabilities*, the *Senate Policy on Sessional Dates and the Scheduling of Examinations* and York's *Mission Statement*.
- 1.2 The guidelines attached to this policy are designed to safeguard the academic integrity of examinations and shall inform the procedures used for the conduct of examinations.
- 1.3 The Senate Policy and Guidelines for the Conduct of Examinations is applicable to all examinations scheduled in the official examination period and, to the extent possible, shall govern and inform the development of procedures used for examinations and tests held outside the official examination period.
- 1.4 Pursuant to the guidelines provided under this policy, the Senate Committee on Curriculum and Academic Standards, in collaboration with the Office of the University Registrar, shall develop and promulgate procedures establishing the role played by Faculties, invigilators and students for conduct of examinations held during the official examination period.
- 1.5 The Office of the University Registrar shall develop and implement procedures for the preparation and administrative support of examinations held during the official examination period and for the handling of emergency situations and other unforeseen events arising during an examination.
- 1.6 Academic units and The Office of the University Registrar shall implement this policy and the guidelines and procedures created hereunder.

Senate Guidelines for the Conduct of Examinations

Purpose

The following guidelines are designed to maintain the academic integrity of examinations in accordance with the *Senate Policy on the Conduct of Examinations*.

Exam Schedule

- 2.1 The Office of the University Registrar shall provide a schedule of examinations, assigning the date, time and room(s) for examinations to be held in the official examination period.

Examination Rooms

- 2.2 The room(s) assigned for a final examination shall be of sufficient capacity to allow for appropriate seating and monitoring of students sitting the examination in order to discourage cheating.

Invigilation of Examinations

- 2.3 All final examinations shall be conducted by a chief invigilator designated by the academic division, department, unit or Faculty offering the examination.
- 2.4 Whenever possible, more than one invigilator shall be present for an examination; if this is not possible, it is recommended that arrangements be made for periodic checks on the exam room by an invigilation assistant.
- 2.5 The number of invigilators assigned for a final examination shall be determined by the academic unit offering the examination, in accordance with the recommended minimum of one (1) invigilator for each fifty (50) students.

Accommodations for Special Circumstances

- 2.6 Students with disabilities requiring accommodation or students requiring accommodation for significant religious observances shall be responsible for requesting the necessary accommodation in advance of the examination period and in accordance with the recommended timelines in the relevant policies and procedures.¹
- 2.7 The chief invigilator shall oversee provision of any special accommodation in the scheduled examination sitting that has been approved for a student in accordance with the relevant policies and procedures.

Admission to Examinations

- 2.8 The chief invigilator shall direct the admission, seating and identification of students and the signing of the attendance roster.
- 2.9 A valid York University photo identification card or other acceptable form of photo identification approved by the chief invigilator shall be required for admission of a student.

¹ See Page 16 for Counselling & Disability Services contact information.

During Examinations

- 2.10 The chief invigilator shall make any necessary announcements during or at the end of the examination and direct the distribution and collection of examination question sheets and answer booklets.
- 2.11 The chief invigilator shall announce any materials or aids that students are allowed to have on their desk or have access to during that examination sitting.
- 2.12 The official start and end time of examination shall be determined and announced by the chief invigilator.
- 2.13 All invigilators shall exercise constant vigilance for and direct the handling of any instance of suspected cheating², which includes a student giving or receiving assistance from another student, use of an unauthorized material or device during an examination or during any temporary disruption of an examination.
- 2.14 When the chief invigilator announces the conclusion of the examination, students shall be instructed to stop writing and remain seated while examination booklets (and question papers in some cases) are collected. Once exam booklets have been collected, the chief invigilator will announce that students are to collect their belongings and leave the exam room.
- 2.15 Following the examination, the chief invigilator shall ensure that all used and unused exam booklets are accounted for, with all used exam booklets delivered to the designated markers or office and all unused exam booklets returned to the designated office.

Student Admission and Conduct in Examinations

- 2.16 Students shall be required to present a valid York University photo identification card or other acceptable form of photo identification and to sign the attendance roster for the examination.
- 2.17 During an examination, students shall be permitted to have access to only those materials or aids specifically approved for use in that examination sitting.
- 2.18 Students may not speak or communicate by any means, manner or device on the subject of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- 2.19 Students may leave an exam room only if granted permission to do so by an invigilator³.

Emergency Interruptions of an Examination

- 2.20 The chief invigilator shall follow the instruction sheets provided by The Office of the University Registrar and/or Security Services regarding announcements to be made and procedures to be followed in an emergency.⁴
- 2.21 The chief invigilator shall determine whether or not an examination is to be cancelled and will work with the University's security officers and/or The Office of the University Registrar representatives to assure the safety of all concerned and the academic integrity of the examination.
- 2.22 Students shall follow the instructions provided by the chief invigilator and/or The Office of the University Registrar and Security Services.

² Cheating is defined in Section 2.1.1 of the Senate Policy on Academic Honesty as "the attempt to gain an improper advantage in an academic evaluation".

³ For example, use of the washroom facilities.

⁴ See Page 9-10 for Evacuation Procedures for Exams