

Official Examination Periods at the Aviva Centre

The examination site at Aviva Centre, is located in the Centre of Excellence behind the main Tennis Canada building.

The main entrance to the Centre of Excellence is located on the west side of the building from the parking lot.

Parking at the Aviva Centre for Course Instructors/Directors/Teaching Assistants

PARKING PASSES ARE NOT REQUIRED

ONLY course instructors/directors/teaching assistants who have exams scheduled at the Centre of Excellence will have complimentary parking available on the west side of the Aviva Centre **for the duration of the exam.**

Examination Booklets

The Registrar's Office has made arrangements for examination booklets to be available onsite, therefore it is not necessary to bring examination booklets to Tennis Canada (Aviva Centre).

Note: Scantron sheets will NOT be provided by the Registrar's Office.

Responsibilities of the Course Instructor or Director

The course instructors/director/TAs must arrive a minimum of 45 minutes prior to the start of an examination to ensure that the exam begins at the posted time.

Course instructors/director/TAs are responsible for the following:

- Providing accurate duration times prior to the finalization of the examination schedule.
- Providing adequate support by TAs and invigilator staff.
- Delivering the exam papers to the Aviva Centre.
- Distribution and collection of exam materials (i.e. exam papers, booklets, scanning sheets)
- Student sign in (i.e. identification check, signing of exam sign in sheet)
- Course instructors may make brief specific announcements they would like to make to their students prior to the start of the exam.
- Actively monitoring students throughout the duration of the exam.
- Notifying the Office of the University Registrar staff if there is a medical emergency, who will contact Tennis Canada (Aviva Centre) staff/security or, if necessary, call 911.
- Accompany all students to the washroom, located within the exam room at the north east corner. Note: students must remain seated for the first 15 minutes of the exam has started to permit students late entry to the exam room.
- Ensure students leave all belongings at their desk prior to leaving their seat. Students are not permitted to take personal belongings into the washrooms.
- Check on the students, if required, while in the washroom. If the student is of the opposite gender, the invigilator may ask another invigilator of the appropriate gender to check on the student.

Responsibility of the Office of the University Registrar Onsite Staff

The Office of the University Registrar will provide onsite staff to coordinate all scheduled exams by:

- Fulfilling the role of the Chief Invigilator.
- Act as a liaison between the Instructors and the Office of the University Registrar (including the Alternate Exam office).
- Admitting and seating of the students into the exam room.
- Announcing the official start of the examination(s), the rules and regulations, time remaining and the end of the exam.
- Setting up of the exam room with signage for assigned rows.
- Providing examination booklets.
- Actively monitoring students throughout the duration of the exam.
- Working with Tennis Canada staff, address any reported concerns regarding the facility i.e. temperature, noise level.
- Assisting with the distribution and collection of examination materials (**only if requested by the chief invigilator**).

Official Start of Exams

- Students will be permitted to enter the exam room a **minimum of 20 minutes** prior to the start of each examination period. Sheltered space on the Aviva grounds will be provided for students who arrive more than 20 minutes prior to the start of an exam and signage will be posted to direct students to this space.
- Course instructors will be asked if they have any specific announcements they would like to make to their students prior to the start of the exam.
- Students may not leave their seat during the first 15 minutes of the examination.
- Students may not leave the exam room during the first 30 minutes of the examination.
- Students may not leave the exam room during the last 15 minutes of the examination.

Students who arrive late

- Students who arrive late (within the first 30 minutes of an exam) will be permitted to enter the exam room and will be advised to speak to the course instructor/director/TA regarding seating.
- Students who arrive at the exam room within the first half hour of the start of the exam will **NOT** be permitted extra time to complete the exam.
- Students who arrive later than 30 minutes after the start of the exam may not be admitted to the exam hall without the permission of the chief invigilator **(the Office of the Registrar Lead Invigilator)**.
- Late students will not be permitted entry into the exam room if other students have submitted an exam paper and left the exam room.
- Students who are not permitted entry may apply for deferred standing.
<http://myacademicrecord.students.yorku.ca/deferred-standing> =

