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## **Test and Exam Protocol**

### **Purpose/Rationale:**

The faculty and staff in the School of Health Sciences at Humber College are committed to educating, preparing, and nurturing future professionals and citizens who exemplify positive ethics and excellence in their behaviours and practices. Academic Integrity is defined as the courage to commit to the core values of honesty, trust, respect, fairness, responsibility, and courage – even when faced with adversity (International Centre for Academic Integrity, 2013).

Evaluation is a key component for student success. The conduct of tests and examinations is carried out to ensure maximum credibility of the evaluation method and, therefore, protect the integrity of each student's performance evaluation/grade. Tests and examinations are supervised by invigilators who have the authority to enforce the Test and Exam Policy. Any deviation from the policy will be noted in writing on the cover of the exam booklet and signed by the faculty or invigilator.

### **Scope:**

This applies to all faculty, staff and students of the School of Health Sciences.

### **Definitions:**

The following terms refer to forms of evaluation:

- **Test** – refers to an in course or midterm test
- **Exam** – refers to a final examination for a course

### **Academic Integrity Definition**

- Academic Integrity requires commitment, even in the face of adversity, to the six fundamental values of honesty, trust, fairness, respect, responsibility, and courage (ICAI, 2013). As a teaching and learning community, faculty, staff, and students have a responsibility to the public to ensure that we consistently live and promote these values, regardless of the complexities and challenges we face in our studies and practice, both currently and in the future.
- Dishonest test/exam taking (cheating) is contradictory to Academic Integrity and is incompatible with the academic regulations for Humber College, the University of Guelph Humber, and the University of New Brunswick.
- The presence of unauthorized materials in the test/exam room, on the desk or table, or on the student's person will be interpreted as **academic misconduct (academic dishonesty)**.

**1. Protocol:**

- 1.1 Students enter the test/exam room upon direction of the invigilator.
- 1.2 Seats may be pre-assigned.
- 1.3 Students must provide a valid student ID card with photo to be eligible to write the examination. In the event that a student does not have a student ID, a **current** photo ID will be accepted (e.g. driver's license, health card).
- 1.4 Student ID information may be attached to the test/exam booklet by a printed sticker. Students may need to enter name, student number and section number on any additional exam materials.
- 1.5 Students must provide their own HB pencils (with an eraser) and pen. The use of items like highlighters or pencil sharpeners are at the discretion of the invigilator. Use of any other items will be made by individual faculty and arranged with students **PRIOR** to the test/exam. **ONLY PENCILS, PENS, AND STUDENT ID CARDS, ARE PERMITTED ON THE DESK OR TABLE TOP.** Liquids in a clear bottle with the label removed are also permitted.
- 1.6 All cell phones and electronic devices are to be stored in the approved test and examination storage bag as provided by the invigilator. The devices must be turned off, sealed in the bag, and placed under the student chair before starting the test/exam. **Devices are not to be accessed until the test/exam is submitted to the invigilator.**
- 1.7 Students are **NOT PERMITTED** to **WEAR** or **ACCESS** a watch during the test/exam. Under **NO** circumstances are watches (Apple or regular watches) to be on the student's person.
- 1.8 No outerwear items are permitted to be worn (e.g. hats, gloves, overcoats, jackets, vests).
- 1.9 It is recommended that personal belongings (e.g. coats, bags) be stored in the student's locker during the test/exam. If personal belongings are brought to the test/exam room, they are to be stored at the front of the room or designated area as directed by the invigilator. **For storage of cell phone and electronic devices see 1.6.**
- 1.10 Students must be punctual for all tests/exams. Student must stay in the test/exam room for the first 30 minutes. After 30 minutes, students may exit quietly after submitting their test/exam and all paper used during the exam to the invigilator.
- 1.11 No student is permitted to start the exam if another student has finished the test/exam and left the test/exam room.
- 1.12 Once the student has left the test/exam room, they are not permitted to re-enter the room. **Students are directed to use the washroom before the test/exam begins. Students unable to meet this requirement are directed to access services through the Accessible Learning Services.** In the event that a student must use the washroom,

they must be accompanied by an invigilator. If it is not possible to secure an invigilator to accompany the student to the washroom, the student will not be permitted to re-enter the room after using the washroom.

- 1.13 No student is permitted to leave the test/exam room in the last 15 minutes of the exam and students are expected to stay seated pending directions from invigilator.
- 1.14 Students are to follow the instructions of the invigilator for the collection of tests/exams and dismissal procedure at the end of the test/exam.

## **2. Student Conduct**

- 2.1 Students will enter the room in an orderly fashion and proceed directly to the assigned seat, unless otherwise directed by the invigilator.
- 2.2 Students will not speak with each other once they have entered the test/exam room.
- 2.3 Students may not open the test/exam booklet or turn over the test until directed by the invigilator.
- 2.4 Students must stay focused on their own paper and all test/exam materials must be kept on the desk or table top in front of them.
- 2.5 Students **may speak only to the invigilator** during the test/exam.
- 2.6 If assistance is required or clarification needed, it must be directed to the invigilator **only**.
- 2.7 At the end of the test/exam, students **must stop writing** immediately upon being directed by the invigilator. Students who do not comply with this directive will be referred to the Associate Dean for follow-up.

## **3. Late Arrival To An Examination**

- 3.1 No late arriving student will be admitted to write the test/exam after any student has left the exam room.
- 3.2 Additional time will not be allotted for any student who begins their test/exam late.

## **4. Process For Request For Deferral Of A Test/Exam**

- 4.1 Extenuating circumstances may be considered for being absent for a test/exam.
- 4.2 Planned absence/deferral requires prior notification to the professor teaching the class.
  - Deferral for religious holidays requires notification in writing at the beginning of the semester/term, or at a minimum of one week before the test/exam is to occur.
  - Deferral for reasons of booked surgery or major diagnostic test requires a note on letterhead from the physician with date(s) as soon as possible prior to the test/exam.
  - Deferral for reasons of legal proceeding requires a photocopy of the summons with date(s).
  - Deferral for reasons of bereavement of an immediate family member or significant other (as defined in common law) must be verified with a Proof of Death Certificate or a Letter of Attendance, issued by the licensed death care provider.

- 4.3 Deferral for unplanned illness/injury requires notification of the professor teaching the course as soon as possible prior to the final exam. As soon as possible, the student must provide a note on physician's practice or nurse practitioner's letterhead to the professor with the date(s) of illness and inability to attend the examination.

**5. Missed Test/Exam**

- 5.1 Please consult program-specific policies regarding the process to follow for a missed test/exam in the relevant program handbook.

**6. Academic Integrity**

- 6.1 Invigilators have the authority to remove any unauthorized material for the period of the test/exam. It can be retrieved when the exam materials have been handed in. Refusal to surrender unauthorized material will remove eligibility to continue to write the test/exam and the student will be referred to the Associate Dean for follow-up.
- 6.2 Invigilators have the authority to direct students to move to another seat during the test/exam. Refusal to move at the request of the invigilator constitutes a breach of the test/exam policy and the student will be referred to the Associate Dean for follow-up.
- 6.3 A notation of any behavior that may be viewed as academic misconduct (academic dishonesty) will be made by the invigilator on the test/exam booklet or paper and this information can be used in an academic misconduct report to the Associate Dean of the program and the Dean of the School of Health Sciences.
- 6.4 Students are responsible to know the academic regulations for Humber College and for their program.
- 6.5 Students registered with Accessible Learning Services or who have arrangements with their professor to write their test/exam in the Test Centre are expected to adhere to the Test Centre policies in addition to those outlined in this policy. Students who choose not to follow the Test Centre policies and/or the School of Health Sciences' Test and Exam Policy and/or Academic Integrity Policy will be reported by the Test Centre to the designated invigilator overseeing the student test/exam and the appropriate Associate Dean for breach to the Test Centre.
- 6.6 Students who are writing a test/exam off-site are expected to adhere to the off-site policies in addition to those outlined in this policy. Students who choose not to follow the off-site policies will be reported by the off-site staff to the designated invigilator overseeing the student test/exam and will be reported to the appropriate Associate Dean for breach of off-site, and/or the Test and Exam Policy and/or Academic Integrity Policy.

**References:**

International Centre for Academic Integrity. (2013). *The fundamental values of academic integrity*. Retrieved from <http://www.academicintegrity.org/icaei/assets/FV2013.pdf>

**Appendices:**

Examination Attendance Form  
Exam Test Bag Procedure

## Examination Attendance Form

Please read the partial policies/procedures below and sign before you begin the exam. By signing, you are indicating adherence to honesty and integrity during the test/exam process and declare that the information within this test/exam is derived from your independent thoughts.

STUDENT SIGNATURE \_\_\_\_\_ STUDENT NUMBER \_\_\_\_\_

The Full Test/Exam Policy is posted in each program's Policies and Procedures Manual/ Student Handbook—It is the responsibility of the student to review and adhere to the full Test/Exam Policy.

### Procedures Regarding Writing Tests/Exams: Partial List

Students are expected to:

1. Complete this form at the **beginning of the examination**, and place their I.D. card at the front of the table [if no student ID is available, a **current** photo ID may be permitted with notation on the exam booklet (e.g. driver's license, health card)]
2. **Speak only to the invigilator** during the test/exam.
3. All cell phones and electronic devices are to be stored in the approved Test and Examination Storage bag as provided by the invigilator. **All devices must be turned off**, sealed in the bag, and placed under the student chair. **Devices are not to be accessed until the test/exam is submitted to the invigilator.**
4. Refrain from wearing outerwear items (e.g. hats, gloves, overcoats, jackets, vests).
5. Be punctual for all tests/exams and stay in the test/exam room for the first 30 minutes. After 30 minutes students may exit quietly after submitting their test/exam and all paper used during the exam to the invigilator.
6. **ONLY PENCILS, PENS, STUDENT ID CARDS/PHOTO IDS ARE PERMITTED ON THE DESK OR TABLE TOP.** Liquids in a clear bottle with the label removed are permitted.
7. Stay seated for the last 15 minutes of the test/exam and stay seated pending directions from the invigilator.

Students **will not** be permitted to:

8. Start the exam if another student has finished the test/exam and left the test/exam room.
9. Re-enter the room once they have left. **Students are directed to use the washroom before the test/exam begins.** In the event that a student must use the washroom they must be accompanied by an invigilator. **If it is not possible to secure an invigilator to accompany the student to the washroom, the student will not be permitted to re-enter the room after using the washroom.**
10. Leave the test/exam room in the last 15 minutes of the test/exam.
11. Have additional time to write the test/exam if they have arrived late.
12. **WEAR** or **ACCESS** a watch during the test/exam. Under **NO** circumstances are watches (Apple or regular watches) to be on the student's person.

## **Exam Test Bag Procedure**

The use of the Test and Examination Storage bags is a result of a consultative process that took place in the School of Health Sciences with students, faculty, staff, and administration. The intent of using the bags is to support students in safely storing their personal technological devices during tests and exams and support their adherence to the values of academic integrity (honesty, trust, fairness, respect, responsibility and courage).

Expectations for student conduct are outlined in the *Test and Exam Policy* (revised August 2018). This document is located on the School of Health Sciences web page (<https://healthsciences.humber.ca/academic-integrity/resources.html>).

It is important to explain the use of these bags to students enrolled in courses who are writing tests and exams. Use of the exam test bags are optional for students – it is suggested that if students elect not to use the bag that they are reminded before the exam starts that they are not permitted to have a watch nor any electronic devices on their person. **It is suggested that the *Test and Exam Policy* be posted on individual class blackboard sites for ongoing reference.** These bags are used in conjunction with the *School of Health Sciences Test and Exam Policy* (revised August 2018) as indicated in item 1.6:

- 1.6 All cell phones and electronic devices are to be stored in the approved test and examination storage bag as provided by the invigilator. The devices must be turned off, sealed in the bag, and placed under the student chair before starting the test/exam. **Devices are not to be accessed until the test/exam is submitted to the invigilator.**

### **Procedure for use of Test and Examination Storage Bags**

1. Bags are stored in the mailroom in cupboard B2 (M200).
2. Bags are in quantities of 25 or 50.
3. Invigilators are encouraged to obtain the bags the day before the test or exam.
4. Invigilators are expected to sign for the quantity of the bags in the binder located at the main desk (M200) on the sign out sheet.
5. Invigilators are expected to return the bags immediately following the test or exam to the front desk in M200 (including after hours).
6. Invigilators are expected to initial that they have returned the bags on the sign out sheet in the binder located at the main desk (M200).
7. Support staff from the front desk will recount the bags and restore in quantities of 25 or 50 in cupboard B2 (mailroom M200).