



Online Course Exam Invigilation Guidelines

Version 1, March 2016

Purpose:

The purpose of these standards is to establish clear expectations and processes for online College of New Caledonia (CNC) students who have exams as part of their course.

Standards:

1. Students enrolled in an online course that includes an examination must write their exams at a CNC campus unless they live more than 100 kms from a campus.
2. Students who live outside of 100 km from a CNC campus may choose one of the following two methods to write compulsory exams:
 - a. Write the exam at another CNC campus; or
 - b. Write the exam at another approved educational institution or site
3. For students writing at a CNC campus:
 - a. Students book the exam by contacting the specified CNC campus directly.
 - b. After booking the exam, it is the student's responsibility to contact their instructor to inform them of the scheduled exam time and location.
4. For students writing at a location other than CNC, the following apply:
 - a. All associated fees with writing the exam are the responsibility of the student.
 - b. CNC must approve the proctor and invigilation site. In order to request approval of a proctor, the student must email the academic department with proctor details and contact information. Approved proctors will be forwarded examination packages from the CNC academic department.
 - c. The proctor must sign the proctor form to accept the responsibility of abiding by CNC's examination rules as described in this document. Students can find the proctor form either on their Moodle site, or on our website (www.cnc.bc.ca) under the academic department responsible for the course. Students will then submit the form to the academic department once it has been completed.
 - d. It is the student's responsibility to communicate proctor information, exam dates and any schedule changes to CNC.
5. Proctors must be currently employed in an academic or administrative capacity at a college, university, high school or public library. A proctor MAY NOT be a direct supervisor, employer,

coach, colleague, relative, friend or another student and MAY NOT reside at the same address.

6. If a proctor cannot be arranged, the students will seek suggestions from the academic department or will make arrangements to write the exam at a CNC campus.
7. Changes in exam dates and/or times should be communicated with the instructor and academic department in writing and may be subject to a \$25 administration fee.

Student Procedure:

1. Students will receive these standards and the proctor form at the start of their online course. The student is responsible to ensure his/her exam is scheduled and completed before the course deadline. Students must book their exam a minimum of four weeks before the course deadline to allow time for unforeseen events that may result in rescheduling.
2. If the student lives outside of 100 km of the campus, he/she must locate a proctor and site and inform CNC, in writing, as per the details indicated in the course materials. Contact CNC for a list of approved proctor sites.
3. The proctor will complete the proctor form and return it by email to the academic department within one week of receiving it from the student.
4. Upon receipt of the completed proctor form, CNC will forward all examination materials and details to the proctor.
5. The student will arrive at the examination room at least 15 minutes before the start of the exam, and present photo ID to verify identity.
6. During the exam, the student will:
 - a. Follow the examination instructions that come with the examination.
 - b. Sign the examination instructions, acknowledging the rules and the following statements:
 - i. "I have been informed of the examination instructions and am aware of any repercussions as a result of my actions during the examination."
 - ii. "This exam will not be marked unless signed by the student."
7. The proctor will forward all examination materials to CNC, including the signed examination instructions, within 24 hours of the exam date.

Proctor Procedure:

Proctors are expected to follow the below procedures:

1. Check student photo ID to verify identity and have student sign examination instructions.
2. Ensure students do not bring any materials to their desk other than what is needed for the exam. Coats, bags, phones etc. must be left in an area identified by the proctor.
3. The proctor will be present during entire exam to observe the student.
4. If there are any observed acts of cheating, the proctor will stop the test immediately and inform CNC.
5. The proctor is not responsible for answering any questions related to course content. Should students pose a question, the proctor will direct the student to note the question on their exam.
6. If the student asks to leave the examination room for a washroom break, the proctor may accompany the student if possible/necessary.
7. Upon completion, the proctor will forward all examination materials to CNC.