

- Arrive 15 minutes early to prepare the room for exams.
- Check washrooms and locker area before the exam.
- You're expected to actively monitor your exam during the specified period.
- Use the faculty table you're assigned to invigilate the exam. Tables have been set up at the front of the exam table grid.
- Bring your exam booklets to the exam location (if required).
- Students cannot exit from the room within the first 30 minutes of the start of the exam period.
- Students are not allowed entrance to the exam after the first 30 minutes of the start of the exam period.
- Seat students as per the seating charts posted on the faculty tables (if applicable).
- Check with your colleagues on what students are allowed to have in the exam room. (e.g. Calculators)
- Tell students to leave their books, bags, jackets, hats, electronic devices, and **TURNT OFF CELL PHONES** at the designated drop-off area, and then direct them to the appropriate exam location.
- Before the exam begins, request students place their Student ID cards (or Government Issued Photo ID) where it is visible. Tell them you will be checking their name on the exam against the information on their student card once the exam begins.
- Remember one instructor could have 50+ students writing while another could have only 5. Help each other by walking around regularly and keeping your eyes on all students in your area.
- For safety reasons, do not leave an instructor alone in the gym. Check with colleagues before you depart. Plan to stay the full three hours.
- Faculty members who are not invigilating their exams, must be available to communicate with the invigilator should questions arise during their scheduled exam time.
- Make sure the exam area is clean after your students complete their exam.
- Fill in the Academic Conduct Report and Decision Form (E-1.29) if a student was observed cheating.
- Fill in the Exam Incident Report if a student is unable to complete an exam for reasons other than Academic Conduct (e.g. Illness)
- If the invigilator grants additional time, the students will be moved to an approved exam overflow room.

**Recreation Supervisor will be responsible for the following:**

- Close the weight room