

## Administration of Examinations

### Instructions for Proctors

#### Before Examinations

1. Be at the examination room thirty minutes before the start of the examination to receive the sealed examination package at the Office of the Registrar.
2. Verify the contents of the examination package (i.e., examination papers, computer files, nominal rolls, information for Proctors). Any discrepancies are to be reported immediately to the Office of the Registrar.
3. Distribute examination papers, supplies, etc.
4. Students are responsible for arriving at the examination room on time with adequate supplies (pens, pencils, erasers, current I.D. card) and may be admitted five minutes before the beginning of the examination.
5. Inform all candidates regarding any special instructions related to the examinations being written and the procedure to be followed at the end of the examination.

#### During Examination

1. Students arriving later than thirty minutes after the commencement of the examination will not be allowed to write the examination.
2. Record the name and student number of any student who arrives more than 30 minutes late for an exam and forward this information to the Office of the Registrar.
3. Ensure that students are monitored at all times (social media not allowed)
4. No candidate may leave the examination room during the first thirty minutes of the examination.
5. Inform all students 5 minutes before the end of the examination regarding time left.
6. If a student is suspected of cheating during an examination: the Chief Proctor should document the incident as fully as possible, including the name and seating location of students writing in the immediate vicinity, the time at which the incident occurred, and a description of the behaviour observed.

#### After Examinations

1. Verify the nominal rolls.
2. Collect and sort all completed examinations.
3. Delivery the contents of the completed examination package to the Office of the Registrar.