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To: Senate

From: D. P. Robertson

Subject: Regulations Governing the Conduct of Examinations for Undergraduates at S.F.U.

Date: February 22, 1966

*Examination of Candidates*

1. EXAMINATION PERIOD

There shall be an examination period at the end of each semester; the length of the period to be determined by necessity.

An examiner may with the concurrence of his Department Head hold an examination at a time and place more convenient to the students and himself rather than make use of the central examination facilities. In this case the Registrar should be notified in writing.

2. EXAMINATION TIMETABLE

Examinations normally shall be of 1 or 2<sup>or 3</sup> hours duration.

Normally no candidate shall be required to sit more than 2 examinations in one day.

At least six weeks before the examination period a draft timetable shall be prepared, circulated and posted by the Registrar's Office. Known conflicts shall be resolved and a second draft posted. After two weeks the final timetable shall be issued.

3. SETTING OF EXAMINATION PAPER

Examination paper for all formal examinations shall be prepared in the department office on 10 x 15 A.B. Dick #2-3021B masters (green back) for printing on 8½ x 11 paper. The examination papers are to be proof-read by the examiner, and delivered to the Registrar's Office not later than seven days before the date of the FIRST examination in the examination period.

4. TYPES OF EXAMINATION PAPERS

Each examination paper shall be one of three types which shall be clearly indicated on both the question paper and the examination timetable.

The types are as follows:

Type (R) - Regular examination paper for which the following aids are permitted in addition to pencils: drawing aids without cases, slide rules without cases. (Type R question papers will be printed on coloured paper for easy recognition by the invigilators.)

Type (S) - Special-aid examination paper for which the candidate may bring into the examination room those additional aids specified by the examiner and recorded on the top of the question paper. (e.g. look-up tables, handbooks, etc.)

Type (O) - "Open-Book" examination paper for which any and all aids are permitted.

5. INVIGILATION

The Department Head shall assign individual faculty members, teaching assistants or associates to invigilate at specified examinations as requested by the Registrar's Office.

The selection of invigilators shall be entirely at the discretion of the Department Chairman. The Registrar will notify each invigilator of his assignment in sufficient time before the examination.

The Presiding Officer chosen by the Registrar from the roster of invigilators shall be of ~~the rank of assistant professor or above.~~

*faculty rank*  
The Presiding Officer in co-operation with the Registrar or his appointee shall be in charge of the examination hall.

Any contravention of a ruling given by the Presiding Officer shall be considered a violation of the examination regulations and treated accordingly.

If, during an examination, a candidate is found giving assistance to or receiving assistance from another candidate, communicating with another candidate, copying, or having in the examination room unauthorized aids, the Presiding Officer should be immediately notified.

If the Presiding Officer is convinced that a violation has occurred, he shall collect all evidence and answer books, shall provide the candidate with new answer books to continue writing, and shall advise the Registrar of the incident without delay.

As soon as possible after the examination has been written the Presiding Officer and any invigilators who observed the infraction shall meet with the Registrar to prepare a report for Faculty Council. The candidate or candidates involved will be requested to wait on the Registrar who shall inform them if the case is being presented to Faculty Council or is being dropped. Faculty Council, when necessary, shall be convened within 48 hours to determine the action to be taken and the penalties, if any, to be imposed. Meanwhile the candidate or candidates involved may continue writing examinations.

6. PHYSICAL ARRANGEMENTS FOR EXAMINATIONS

The Registrar's Office shall arrange accommodation for examinations and provide sufficient question papers and answer booklets at the examination location.

The invigilators shall present themselves at least 30 minutes before the appointed hour to assist in the distribution of material.

Each examination book must be endorsed by the candidate before any answers are written therein.

*Exam. Reg.*

7. ENTRANCES AND EXITS

Once entering the examination hall the candidate must remain for the first one-half hour. There shall be no extension of time for a candidate who arrives late. A candidate who arrives more than one-half hour late for an examination will be refused permission to sit the examination regardless of the reason for his lateness.

At five minutes before the conclusion of the time set for the examination the Presiding Officer shall announce the time remaining. No student shall leave his seat after this time until all papers have been collected.

At the conclusion of the examination, candidates shall cease writing. All examination booklets, used or not, shall be collected by the invigilators.

8. ANSWER BOOKLETS

*before any answer is given to the questions.*  
The Registrar's Office shall be responsible for the security of the completed examination booklets. The completed booklets may be picked up by the examiner or his appointee at the examination hall at the end of the exam, or at the office of the Registrar.

9. COURSE GRADES

Course Grades shall be reported to the Registrar's Office through the Head of the department concerned within 96 hours after the examination is written. *where possible* The examination timetable will be drawn up in such a way as to put the lighter marking loads at the end of the examination period.

10. *Course grades at the end of a semester are not to be released until approved by the Committee on Admissions and Retention.*

D. P. Robertson,  
Registrar

February 22, 1966.