



# 2023-2024 Winter Term 1 Gym Examination Information

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### Opt-In/Opt-Out of Gym Support

UBCO Testing Services has taken over the role of coordinating support staff for exams happening in the Gym during the final exam period and changes have been made from previous exam periods in order to best support instructors. **Instructors may now have the option to opt-in for extra support during their final exams in the Gym.**

Similar to any other classroom during the final exam period, **if there is only one course in the Gym at the exam time (i.e. CHEM 100 Section 001, Section 002, Section 003) the instructors will be automatically opted-out of this service.** If these instructors would like this extra support they can notify [testingservices.ok@ubc.ca](mailto:testingservices.ok@ubc.ca) by the term deadline and a Gymnasium Exam Support Staff member will join them for the exam time.

**If there are multiple different courses (i.e. APSC 237, BIOL 205) in the Gym at the same time, instructors will automatically be opted-in for this service.** Please note: even if one instructor would like to opt-out, if the other instructor would like to opt-in, we will be sending a support staff member to assist in the Gym.

- If instructors choose to **opt-in** for this service:
  - A Gymnasium Exam Support Staff member will be assigned to the gym during the exam. They will assist with important Gym announcements (organizing students as they enter the gym, delineating important UBC exam policies prior to the start of the exam and making additional reminders throughout the exam).
  - They can also provide additional support with troubleshooting during the exam such as contacting IT for assistance with the mic, etc.
  - A specific breakdown of their responsibilities can be found on Page 3 of this document under the Gymnasium Exam Support Staff Responsibilities section.
  - **Important note: Gymnasium Exam Support Staff are not invigilators and will not act as an invigilator during the exam.** It is the instructor's responsibility to ensure there is enough invigilators (TAs) scheduled for the exam. Contact your department administrator if you need more TA support.
  
- If instructors choose to **opt-out** for this service:
  - The instructor will then be responsible for ensuring the proper announcements are made and UBC exam policy is maintained during the exam. See Page 7, Announcement Guide for more information on the announcements that need to be made.
  - Share this information with the TAs that will be assisting them with the exam.

★ **Important:** Individuals are expected to conduct themselves in a respectful manner. Disrespectful behaviour, including bullying or harassment, towards Gymnasium Exam Support Staff will not be tolerated. Disrespectful behaviour as outlined in the [UBC Statement of Respectful Environment](#) will be reported.

## Responsibilities during Gym exams:

### Gymnasium Exam Support Staff Responsibilities

- ★ **Important note:** Gymnasium Exam Support Staff are not invigilators and will not act as an invigilator during the exam. It is the instructor's responsibility to ensure there is enough invigilators (TAs) scheduled for the exam. The Gymnasium Exam Support Staff member is supplied by Testing Services to perform specific roles during Gym exams as mentioned below:
- A Gymnasium Exam Support Staff member will be assigned to the gym during the exam if an instructor opts-in for the service and/or if there are multiple courses in the Gym at one time.
  - The Gymnasium Exam Support Staff will be in charge of making announcements before, during, and at the end of the exam. See the Announcement Guide on Page 7.
  - The Gymnasium Exam Support Staff will need to check in with the instructor at the beginning of the shift to ensure the following information is known (if not already): Permitted materials for the exam, actual duration, distribution of exams, sign-out policy.
  - The Gymnasium Exam Support Staff can also provide additional troubleshooting support where needed (i.e. contacting IT for assistance with the mic, contacting an instructor if they have not arrived yet, etc)
  - They will NOT be invigilating the exam.

### Instructor Responsibilities

When conducting an exam in the Gym, please keep in mind the following:

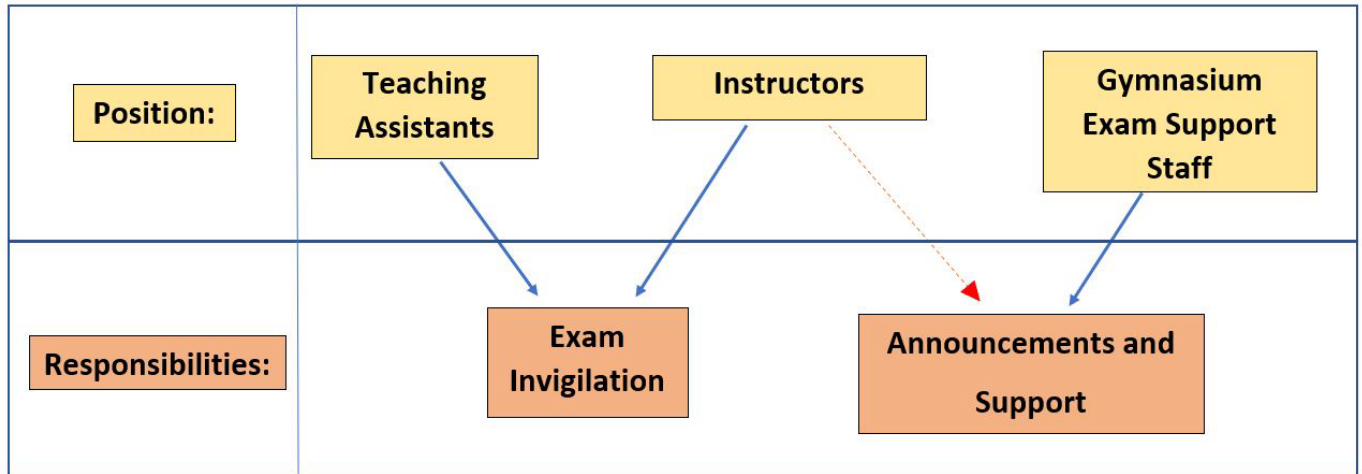
- Instructors are responsible for scheduling TAs to invigilate the exam and should contact their faculty if they require more invigilation assistance.
- Ensuring [UBC Exam Policy](#) is maintained throughout the exam.
- Have invigilators pass a student sign-in/-out sheet down each row of students.
- Make sure faculty members are at the sign-out tables.
- Ensure all materials (i.e. exam booklets, scrap paper, forgotten items, etc) are collected and disposed of accordingly.
- If instructors **opt-out** of the Gymnasium Exam Support Staff service they will need to also do the following:
  - Provide announcements while students enter the gym, once students are seated and throughout the exam. These announcements include instructions on what to do in an emergency, permitted materials in the Gym, and any additional examination rules or directions. The announcements can be seen on Page 7 under the Announcement Guide section.
  - Inform students that they are not permitted to leave within the first half-hour of the exam, and that no student should be permitted to enter after the first half-hour.

### Invigilator Responsibilities

The invigilator of the exam includes the instructor of the course(s) as well as the TAs assigned to assist with the exam.

When invigilating an exam in the Gym, please keep in mind the following:

- Invigilators should arrive at the Gym at least a half-hour before the exam start time.
- Assist with exam booklet distribution. Exam booklets should be placed face down on the tables of the rows assigned to you.
- Instruct students as they enter the gym area to leave all bags and books at the front of the Gym and that exits are left clear. Instruct students that food and drink are NOT permitted to enter the Gym area (with the exception of a clear water bottle). Announcements should be made by either the instructor (if opted out of support) or by the Gymnasium Exam Support Staff as students enter the Gym but the invigilator should remind students as well.
- When students are receiving their exam instructions, do a security sweep of the washrooms.
- During the exam, walk up and down the rows on a regular basis.
- Invigilators should not talk to each other in the gym; if necessary, they should step into the hallway to talk.
- Invigilator gender balance must be maintained for the duration of the exam; students must be escorted to the door of the washroom by an invigilator of the same gender.
- Ensure that exam sign-out tables are properly staffed.



—▶ Expected Responsibilities

- - -▶ Responsibilities if Gymnasium Exam Support Staff is not present

## Invigilation Guidelines

The following guidelines are designed to help instructors and invigilators administer examinations. Note: The Gymnasium Exam Support Staff is not an invigilator. Further questions regarding invigilation can be directed to your unit/department.

1. At the start of the exam, present students with the Rules Governing Formal Examinations which are printed on the official exam booklets and available online at <https://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,89,0>
2. At the start of every exam, instruct students of procedures in the case of an alarm. Detailed procedures are attached.
3. Consider counting exams before handing them out and again as they are handed back in. Making an identifying mark on exams may discourage students from submitting prewritten pages. Control the distribution of exams and movement of students to ensure no exams are removed from the room. If you have distributed exam papers before students enter the room, collect all exams from unoccupied desks.
4. Arrange students in a pattern that minimizes the possibility for cheating. If the exam is assigned to a classroom, the seats available are usually twice the number of registered students, so students should be assigned to every other seat. Double seating does not apply to exams assigned to the Gym where a seating plan is predetermined.
5. Control the movement of students in and out of the room. **No student should be permitted to leave within the first half-hour, and no student should be permitted to enter after the first half-hour.** Keep a record of the names of students who leave the room temporarily or who finish early (e.g., by noting the time they leave on their exam booklet).
6. Before the exam, remind students to use the washroom preferably before they have any opportunity to see the examination documents. **During the exam, only one student should leave the room at a time.**
7. Ensure students identify themselves on the exam paper in ink with name, student number, and signature. Require all students to show their UBCcard, and check identities against the class list;
  - a. if a student does not have a student card, ask for other official photo ID, such as a driver's license. If they have no physical ID on them they should first check in with their instructor and then use the online UBC student card website here: <https://services.ubccard.ubc.ca/>
  - b. Where the identification of a student is prevented by full or partial headdress,

they should be given the opportunity to unveil in a private space in the presence of someone of the same gender.

8. Inform students of the material they are permitted to keep with them (e.g., UBCCard, writing instruments, wallet, purse, clear water bottle) or use for the exam (e.g., notes, books, calculator, etc.). During the exam, control the materials that students have within reach – nothing but the essentials should be on the desk. Non-essential and non-valuable material needs to be left out of reach. Confiscate material if the student will not show you what information it contains.
9. Invigilators should circulate frequently and be obviously present at all times. Invigilation duties require you to make every effort to prevent cheating and collusion by immediately inspecting anything irregular or suspicious. Talk to the student if you notice behaviour that suggests infraction (e.g., body position, unauthorized materials, etc.). If necessary, move potentially collaborating candidates to seats where communication is impossible. If you suspect any other cheating, ask another invigilator to help observe the candidate(s). If you catch a student cheating, appropriate action includes confiscating the exam along with any unauthorized material and informing the student of your reason for doing so. The student should then be directed to report to the appropriate faculty administrator (unit/department head, or dean). You will also need to prepare a written report. Since the penalty imposed may be suspension from the University, it is very important that all procedures are followed correctly. Questions about reporting an offence should be directed to your head or the dean of your faculty.
10. Control the collection of exams to prevent students from leaving with one. For exams over 100 students, ensure that no one leaves the room in the last 10 or 15 minutes. When time is up, give a clear signal and inform students to put down all writing instruments. Walk around and collect the exams, checking off names as you go, or ask for papers at the front ensuring that a long line does not develop – these encourage last-minute writing and may allow a student to slip out with the exam. If there is a discrepancy between the invigilation list and the number of papers handed in, **do a careful check of the room to confirm that a missing exam has not been overlooked.**
11. At the end of the exam, remind students to check their seats for personal items. Collect any unused exam booklets and return them to the front of the room. Collect any other exam materials (e.g., left-over exam paper, students' notes, forgotten items, etc.) and dispose of them accordingly (e.g., return items to unit/department, recycle paper, etc.).

## Announcement Guide:

\*These announcements will be made by the Gymnasium Exam Support Staff member unless the instructor has opted out. **If the instructor opted-out they are responsible for these announcements.**

**Once students enter the gym** repeatedly state the following until majority of students are seated:

- (If multiple classes are in the Gym): \*Students in \_\_\_\_\_ need to sit in \_\_\_\_\_ rows. Students in \_\_\_\_\_ sit in \_\_\_\_\_ rows.
- (If only one class is in the Gym): \*Students in \_\_\_\_\_ can sit in \_\_\_\_\_ rows.
- Do not talk. Turn off your cell phones and any other technological devices and keep them out of reach.
- Have your UBC student card with you.
- Backpacks/books are to be stored at the front of the Gym ensuring no exits are blocked. Valuables may be kept under your chair, out of easy access.
- Food and beverages are NOT allowed in the exam except if the beverage is in a clear container. Any questions about food and beverage containers should be directed to your instructor or TA.
- Once seated if there is an exam in front of you DO NOT turn over your exam.

**Once students are seated:**

*“Final exams will begin in a few minutes, but before we begin, please take a moment to familiarize yourself with the nearest exit(s). In the event of an emergency or alarm, please use the closest emergency exit. Emergency exits on the main level are located at the four corners of the building. Emergency exits are also located on the upper level directly behind the bleachers and at the end of the hallway. Once outside the building follow the directions of the Emergency Wardens who will direct you to your safe location area. The Emergency Wardens will be recognizable from their high visibility vests. If you require special assistance or consideration, please let me know to have your concerns addressed.”*

- *Place your UBC card, or another picture ID on the corner of your desk.*
- *You are not permitted to ask questions of the invigilators, except in cases of supposed errors or ambiguities in examination questions. If you have any questions, raise your hand.*
- *Candidates are not permitted to leave within the first half hour of the examination*
- ***Optional (check with instructor):** candidates must remain in their seats for the last 15 minutes of the exam.*
- *If you must go to the washroom, you are to raise your hand so that you can be escorted to the washroom.*
- *You must not destroy or mutilate any examination material, you must hand in*

all examination papers, and you must not take any examination material from the Gym without permission of the invigilator.

- The exam will be \_\_\_\_\_ hours in length. The clocks are located at the front and back of the Gym for your reference.
- Candidates must conduct themselves honestly and in accordance with established rules for a given examination. Candidates suspected of any of the following, or similar, dishonest practices shall be immediately dismissed from the examination and may face disciplinary action:
  - o having at the place of writing any books, papers or memoranda, calculators, computers, sound or image players/recorders/transmitters (including telephones), or other memory aid devices, other than those authorized by the invigilators; Please note for this exam you are allowed the following:  
\_\_\_\_\_.
  - o speaking or communicating with other candidates;
  - o purposely exposing written papers to the view of other candidates or imaging devices. The plea of accident or forgetfulness shall not be received.

Depending on what sign-out procedure is used announce one of the following:

***(If exams are still being distributed):***

- Invigilators are distributing exams from now onwards, so please make sure you have the right exam in front of you and place it face down. Under no circumstances are you to write on any pages, not even your student ID or name or anything else.
- At this point in time, everyone should have an exam on your desk. If you don't, please raise your hand and we will come give you one.

***(If exams have already been distributed):***

- Exams have already been distributed. Please make sure you have the right exam in front of you and place it face down. Under no circumstances are you to write on any pages, not even your student ID or name or anything else.
- At this point in time, everyone should have an exam on your desk. If you don't, please raise your hand and we will come give you one.

Once all students have exams:

***(If instructors would like to collect exams):***

- When you have completed the exam, you are to remain seated and raise your hand. An invigilator will come to your desk to pick up your exam. The invigilator will inform you on when you can exit the Gym.

***(If instructors would like students to line up):***





- *When you have completed the exam, you are to bring your exam to the front of the Gym and sign out. When you have signed out, quietly leave by the wooden doors at the front. You must leave the building as soon as your exam is over; you are not to talk before leaving the building*
- *You have until \_\_\_\_\_ to write your exam. You may now start.*

**During the exam:**

- Time prompts:
  - o “Thirty minutes have passed, if you have completed your exam you can leave at this time.”
  - o “There are fifteen minutes remaining, please remain seated from this point forward until the end of the exam time, even if you are finished writing.”
- Announce updates, corrections, or clarifications about the exam.

**At the end of exam:**

- “The exam is now over, please stop writing immediately” (repeat)

Depending on what sign-out procedure is used announce one of the following:

**If instructor would like to collect exams:**

- “Turn over your exam” (repeat)
- “ Do not stand up, and do not start talking” (repeat)
- “If you continue to write, this will be deemed academic misconduct. Invigilators will collect all exams while you remain seated.”

Once all exams have been collected

- “If your exam has not been collected, please raise your hand” (repeat)
- “Thank you for your patience, you may now stand up and exit the gym”

**If instructor would like students to line up:**

- “If you continue to write, this will be deemed academic misconduct.”
- “Collect your exam, and any additional materials used for the exam then form a single filed line in the center of the Gym.”
- “Do not start talking until you have left the Gym.” (repeat)
- “Once your exam has been turned in, collect your belongings and exit the Gym.”

### Emergency Procedures: Fire Alarm

In the event a fire alarm rings, the building will be evacuated. The person in charge of making announcements (i.e. either the instructor or the Gymnasium Exam Support Staff) will, when the fire alarm sounds, inform students of the procedures to be followed.

The announcer will instruct students to leave the examination papers face down on their desk, exit to the designated meeting area, remain as a group and not disperse and not discuss the examination.

The announcer will report to the "muster station" to gather information from the building authorities and the Fire Department, or the RCMP and Campus Security in the event of a bomb threat. The announcer will make the decision whether or not to resume the examination. If the announcer is a Gymnasium Exam Support Staff they should consult with the instructor to make the decision.

If the occupants can return to the examination and complete the examination within 3 hours of the time the examination commenced, it is recommended that the examination be resumed. Instructors are responsible for the examination papers left in the examination room. In making this decision, the announcer shall consider the class size, the length of the exam, the weather and any other pertinent circumstances. Academic Units are responsible for establishing and implementing internal procedures regarding examination disruption. These procedures should consider the various conditions for examinations such as a course with multiple sections located in more than one building. Should an announcer decide not to resume the examination and it is determined that the examination cannot be graded as complete, the course instructor shall contact Enrolment Services (7-9104) and request that the examination be rescheduled. Enrolment Services will consult with the Academic Unit to reschedule the examination. Where possible, the examination will be rescheduled for the forthcoming Sunday provided that the Sunday falls within the posted examination period. If it does not, the Academic Unit and Enrolment Services will determine the new date for the exam.