



<b>Category:</b> Education	<b>Responsible Owner:</b> Academic Board	<b>Effective Date:</b> OCT 21 <sup>st</sup> 2019
<b>Policy Number:</b> 2.4	<b>Final Approval Body:</b> Board of Directors	<b>Proposed Review Date:</b> OCT 2024
<b>Policy Name:</b> Major Exam and Placement Exam Invigilation Policy	<b>Forms:</b>	<b>Amendment History:</b>

**A. POLICY:**

1. Instructors of courses in which the final examination contains M/C and/or short answer questions will be provided with an extra invigilator if the exam lasts for at least 90 minutes and/or accounts for 15% or more of the student’s final grade.
  - a. Instructors may request that shorter exams receive invigilators through their Dean, via a written request, outlining the reason that this service is requested.
2. Requests for a co-invigilator must be made at least one week before the scheduled exam at [exams@columbiacollege.ca](mailto:exams@columbiacollege.ca) (TBD). Late requests will not be accommodated.
  - a. **Please note that the Learning Centre Manager and Learning Centre’s Tutors do not invigilate during their assigned work hours. Please do not ask them to do so on short notice.**
  - b. **Behaviour directed towards the LRC Manager or Tutors, not aligned with the College’s Code of Conduct will be reported to the VP Academic and the privilege to this service suspended. Additional instances of a violation of this sort will follow established College policy.**
3. There must be multiple versions of multiple-choice final exams. (For example, question order should be scrambled).
4. Final Examinations are expected to be a minimum of two hours long. All students have the right to take up to three hours on their final exam.
5. Students will not be allowed in the room after one hour of the exam, or once a student has left the exam, whichever comes first.
6. Abusive language towards the co-invigilators, LTC tutors or Testing Coordinator will not be tolerated. Anyone partaking in this kind of behavior will have their privilege to this service suspended for a period of time determined by the VP Academic.
  - a. All events of this type and suspensions of rights to this service will be reported to the Academic Board and will appear in the employees permanent file, as aligns with College policy.
7. Instructors should be familiar with the missed final exam flow-chart and should inform students of procedures in case of all missed exams.

**PURPOSE/COMMITMENT:**

Columbia College takes seriously its responsibility to uphold academic standards and makes every effort to maintain an optimal learning environment. To this end, instructors are responsible for being vigilant during

examinations. The following statements apply to Final Exams specifically, although most are applicable in any exam situation.

**SCOPE:**

Instructors  
Students  
Co-Invigilators

**WHEN TO USE THE POLICY:**

For any final exams or major exams

**DEFINITIONS:**

Major Exams: Exams in a course that is assigned no less than 90 minutes of time to complete.

**Category:**

2.0 Education

**B. PROCEDURES:**

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

**REFERENCE TO BYLAWS or ARTICLES:**

**RELATED ACTS AND REGULATIONS:**

**RELATED POLICIES:**

**APPROVALS:**

<b>Responsible Owner:</b>	<b>Date:</b>
<b>Principal or Designate:</b>	<b>Date:</b>
<b>IF APPLICABLE:</b>	

<b>Chair, Academic Board</b>	<b>Date:</b>
<b>Chair, Marketing and Recruitment Committee:</b>	<b>Date:</b>
<b>Chair, Finance Committee:</b>	

**APPROVAL FOR ALL POLICIES**

<b>Chair, Board of Directors</b>	<b>Date:</b>
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<b>Revision Date(s):</b>	<b>Replaces Policy Number:</b>
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**Note: The Policy Font is Calibri size 10.**