
FACULTY OF HEALTH STUDIES

Subject:	Term Test/Exam Invigilation	Date:	September 19, 2016
Department:	Nursing/Psychiatric Nursing	Revised:	Sept 19, 2016/ Jan 27, 2020
Program:	Bachelor of Nursing Bachelor of Science in Psychiatric Nursing	Approved at HS Faculty Council:	January 27, 2020

PURPOSE:

The Faculty of Health Studies strives to provide students with a fair, respectful and supportive testing environment for all term tests/examinations in the classroom.

POLICY:

- 1) Unless expressly permitted by the Faculty member, students may not carry into the testing/examination area any notes, unauthorized texts or any other extraneous material. Cell phones and electronic devices (including Smart watches) are not permitted. Any student caught using any electronic device (including Smart watches) may have their exam papers confiscated.
- 2) A student who arrives to write a test/examination more than fifteen (15) minutes after the start of the examination will not be permitted to write the test/examination. The student will be required to contact the Faculty member by email as soon as possible.
- 3) A student who arrives late to write a test/examination shall not be permitted to write longer than the scheduled end time for that test/examination.
- 4) A student shall not be permitted to leave the test/examination room during the first thirty (30) minutes of a test/examination.
- 5) Students who miss a test or other exam must contact the Faculty member immediately. Failure to do so will result in a zero for that test/examination. Legitimate reasons for missed tests, midterms and examinations include, but are not limited to, personal illness or domestic affliction. Documentation will be required (such as a note from a medical provider, letter from a pastor or counsellor, tow truck receipt) and each situation will be assessed on an individual basis.
- 6) Whenever possible, students will be accompanied when leaving the test/examination room (e.g. washroom).