



Testing & Examinations Handbook

FOR COURSE INSTRUCTORS

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University Testing & Examinations Policy

The University Testing & Examinations Policy applies to all in-person, final examinations scheduled at Brandon University. Wherever practical, the principles and regulations contained in the policy should also be applied to mid-term examinations and term tests.

Instructors are advised to read the full policy carefully and be familiar with its contents in advance of each final exam period.

The policy is available on the Senate Office website:

www.brandonu.ca/senate-office/senate-policies/

This handbook serves as a procedural companion to the University Examinations Policy and assumes reader familiarity with the full policy text.

Instructors are also advised to familiarize themselves with the University's Academic Integrity Policy (available on the Senate Office website listed above).

Exam Contact Information

Emergency Services

911

Contact if:

- Situation is an emergency requiring ambulance, police, or fire services

BU Campus Security

204-727-9700

Contact if:

- Building or exam room is not unlocked at least 30 minutes before exam start time
- A person in or outside the exam room is causing a disturbance that requires intervention but does not require emergency services

Val Rodgers

204-727-9735 (office)

204-730-0733 (cell)

Contact if:

- You have questions about your exam schedule or invigilation
- An expected instructor/invigilator has not showed up to your exam 15 minutes prior to exam start time
- You need assistance from the floating invigilator assigned to your exam

Andrea McDaniel

204-727-7310 (office)

204-724-8577 (cell)

Contact if:

- There has been an emergency (student or institutional) during an exam that required a call to Emergency Services
- There has been a power outage or an institutional emergency that required evacuation of the exam room
- You need assistance from the floating invigilator assigned to your exam

Exam Processes

Pre-Exam Process

Make final exam available to Faculty Office and Registrar's Office min 48 hrs before exam

Course instructors

Arrive 30 mins before exam & identify spokesperson

Course instructors (& invigilators)

Confirm/determine room setup for multiple exams

Course instructors (& invigilators)

Identify designated spot for personal items

Course instructors (& invigilators)

Identify & check designated washroom(s)

Course instructors (& invigilators)

Beginning of Exam Process

Allow student entry max. 15 mins before exam; advise to turn off electronics & stow personal items in designated location

Course instructors (& invigilators)

Distribute exams

Course instructors (& invigilators)

Read “Start of Exam” script aloud

Designated spokesperson

Verify BU IDs & course registration (first 30 mins)

Course instructors (& invigilators)

End of Exam Process

Announce last 30 minutes

Designated spokesperson

Read “15 Minutes Remaining” script aloud

Designated spokesperson

Read “End of Exam” script aloud

Designated spokesperson

Ensure students submit all exam materials & sign *Exam Submission Confirmation*

Course instructors (& invigilators)

Exam Scripts

Before each exam, the instructors and invigilators should agree upon a designated spokesperson who will provide all oral announcements:

1. Start of exam
2. 30 minutes remaining
3. 15 minutes remaining
4. End of exam

The following scripts are not intended to be read verbatim but serve as a guideline for the spokesperson to ensure that all necessary information is provided to students during each announcement. The spokesperson should adjust the script as appropriate for different exam spaces and configurations.

Start of Exam Script

Welcome to the exam for **[list all course numbers and names writing in the room]**. We have a few housekeeping items to take care of before we begin, so please listen carefully.

Ensure that your BU ID is face-up on the corner of your exam station. We will be circulating through the exam room to verify your ID and course registration during the first 30 minutes of the exam period. Please keep your ID on your desk and visible for the duration of the exam.

Be reminded that all personal items must be stored **[indicate designated location in exam room]**. For the **[course number and name]** exam, you may have **[list authorized items]** at your exam station. **[Repeat authorized item listing for all exams writing in the room.]** You are also permitted to have a clear water bottle with you. All other items, including electronics and watches, must be stowed with your personal belongings. The wall clock, if you wish to check the time during the exam, is located **[indicate clock location]**. If you have any unauthorized personal items at your exam station, please go and put them with the rest of your belongings now.

No student may leave the exam room during the first 30 minutes of the exam. Should you need to go to the washroom after the first 30 minutes have elapsed, please raise your hand to alert an instructor/invigator. You must sign the Exam Interruption Sheet **[indicate location]** when you leave and when you return. The designated washrooms for this exam are **[indicate washroom locations]**. Should you finish your exam early, please bring all exam materials to **[indicate location]** and sign the Exam Submission Confirmation sheet before gathering your personal items and leaving quietly.

I will announce when there are 30 minutes remaining in the exam and when there are 15 minutes remaining in the exam. To protect the concentration of those who need the full exam period to finish, no student may leave the room during the last 15 minutes of the exam. Should you finish your exam in the last 15 minutes, please remain seated quietly and refrain from looking at others in the room. When I announce the end of exam, stop writing immediately, gather your exam materials, and proceed to **[indicate location]** in an orderly manner. Once you have submitted your exam materials and signed the Exam Confirmation sheet, you may gather your personal items and leave.

[Note: In situations where exams of different durations are being held in the same room at the same time, the spokesperson should make this clear, identifying the exact duration of each exam.]

Should you have questions during the exam, please raise your hand to alert an instructor/invigator. We are now ready to begin the exam. Best of luck to you!

30 Minutes Remaining Script

There are now 30 minutes remaining for this exam. The exam will end at **[indicate exact end time]**.
There are 30 minutes remaining.

[Note: In situations where exams of different durations are being held in the same room at the same time, the spokesperson should identify clearly which exam the time reminder applies to.]

15 Minutes Remaining Script

There are now 15 minutes remaining for this exam. The exam will end at **[indicate exact end time]**.
Be reminded that no student may leave the room between now and the end of the exam. Should you finish before I announce the end of the exam, please remain seated quietly and refrain from looking at others in the room.

[Note: In situations where exams of different durations are being held in the same room at the same time, the spokesperson should identify clearly which exam the time reminder applies to.]

End of Exam Script

It is now **[indicate exam end time]**. The exam is over. Please stop writing immediately and put down your pen or pencil. **[Repeat if necessary.]**

Gather all of your exam materials and proceed in an orderly fashion to **[indicate location]**. Once you have submitted your exam materials and signed the Exam Confirmation sheet, you may gather your personal items and leave.

[Note: In situations where exams of different durations are being held in the same room at the same time, the spokesperson should identify clearly which exam the announcement applies to.]

Exam Checklists

Instructors may find the following checklists useful when preparing and conducting exams.

Exam Preparation Checklist (Exams Held in HLC)

- Make copy of final exam available to Faculty/School Office and Registrar's Office at least 48 hours before exam start
- Print Exam Verification List from Class List screen in Information Query (several copies may be useful for large exams)
- Print exams

Copies of the Exam Interruption Sheet, Suspected Departure from Academic Integrity During Examinations Report form, exam scripts, and contact information will be available at the HLC, so it is not necessary for instructors to print and bring them.

Exam Preparation Checklist (Exams Held Outside of HLC)

- Make copy of final exam available to Faculty/School Office and Registrar's Office at least 48 hours before exam start
- Print Exam Verification List from Class List screen in Information Query (several copies may be useful for large exams)
- Print exams
- Print Exam Interruption Sheet (several copies may be useful for large exams)
- Print several copies of Suspected Departure from Academic Integrity During Examination Report form
- Print the contact information and exam scripts from this handbook

Day-of-Exam Checklist

- Arrive at exam at least 30 minutes before exam start time
- Introduce yourself to other instructors/invigilators
- With other instructors/invigilators, designate spokesperson for the exam(s)
- Identify designated location for students' personal items.
- Set up exam room & sign-out station
- Identify designated washroom(s) for the exam(s)
- Check designated washroom(s) for unauthorized, hidden materials

Exam Forms

The following pages include instructions for and/or copies of all forms used during final examinations:

1. Exam Verification List

- Purposes: To confirm verification of student ID and registration near beginning of exam
To confirm student submission of all exam materials at end of exam
- Retention: To be stored by instructor with all final exam materials

2. Exam Interruption Record

- Purpose: To record students' absences from the examination room during the exam
- Retention: To be stored by instructor with all final exam materials

3. Suspected Departure from Academic Integrity During Examination Report

- Purpose: To record incidents of suspected departures from academic integrity that occurred during the exam, including instructor/invigilator actions taken, for further follow-up by instructor after the exam
- Retention: To be stored by instructor with all final exam materials; copies to be distributed to parties involved in adjudicating the suspected incident

Exam Verification List

This list must be printed by instructors and brought to the exam room. For large exams, the instructor may wish to bring several copies (allowing multiple invigilators to verify IDs and registration simultaneously at the beginning of the exam).

Instructions:

1. Log in to the Information Query system (<https://webapp.brandonu.ca/pls/dean>).
2. Access the appropriate class list.
3. Click the Exam Verification List button.
4. Check your BU email. The list will come to your email as a pdf report.
5. Print desired number of copies of the list.

An invigilator or instructor who observes or suspects they have observed behaviour during an examination that would constitute a violation of the Academic Integrity Policy must complete this form and append it to the student's examination materials, along with any available supporting documentation (confiscated cheat notes, etc.).

Course Number: _____ **Course Name:** _____
Exam Date: _____ **Exam Time:** _____
Exam Location: _____
Student ID: _____ **Student Name:** _____
Invigilator/Instructor Name: _____
Invigilator/Instructor Email: _____
Witness Name(s) (if applicable): _____

Suspected Incident Time: _____ **Type:** Plagiarism
 Cheating
 Falsifying Records
 Other

Detailed description of behaviours observed, unauthorized materials confiscated, actions taken, etc.:

Student informed of suspected departure? Yes No

Detailed description of student's reaction to being informed of suspected departure (if applicable):

Student allowed to complete examination? Yes No

Invigilator/Instructor Signature: _____

Upon receipt of this report, the course instructor will follow the procedures outlined in the Academic Integrity Policy.