



**Office of the Dean**

**To:** Chairs, Undergraduate Program Directors and Administrative Assistants

**cc:** Pauline Marwan

**From:** Heather Campbell, Associate Dean

**Date:** March 21, 2002

**Re:** Examination Security

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In order to minimize incidents of academic dishonesty at exams, please adhere strictly to the following guidelines governing examinations and examination security.

Exam Photo ID's

In accordance with Senate legislation, all students attending York University administered exams are required to have two kinds of identification: their current sessional identification card and a photo-bearing form of identification acceptable to the University. Acceptable forms of photo identification include the York Card, Ontario driver's licenses, age of majority cards, citizenship cards or passports. Students who do not have such identification should be told well in advance of the exams to contact the Office of the Registrar to arrange for a York Card. Please note that TTC passes are **not** acceptable.

Exam and Test Questions

Questions must be kept secure prior to being administered. It should be assumed that unauthorized keys are available to all faculty and departmental offices. Questions should not be left lying on desks or in mailboxes. They should be sealed in envelopes or other containers that would reveal tampering.

YUSA staff should take precautions to ensure the security of exam questions during typing, while stored on diskettes or while the papers are being photocopied, printed or reproduced.

In cases of multiple choice exams, especially those given in crowded rooms, it is difficult for students not to see what their neighbours are doing. Please consider creative approaches, such as arranging the same questions in different orders to create different answer sheets and allow for a checkerboard distribution in the classroom.

### Answer Sheets and Booklets

Preprinted answer sheets and booklets must be kept secure both before and after they have been marked. Instructors marking answer sheets should routinely strike out space which has not been used by the student. Completed booklets must be retained in a secure area for one year.

### Invigilation

Crowded rooms, too few invigilators, and inattention to prudent invigilation practices all contribute to the possibility that some students will attempt to cheat and that in a certain number of cases, they will succeed. To counter these attempts, faculty members should take the following precautions on all tests and examinations:

- A. Before allowing students into the room (or as soon as it is practical) ascertain that no unauthorized materials are brought into the room. Students should be required to place briefcases, coats, etc. where they are safely out of the way. Make clear to students what they may and may not have on their desks while writing.
- B. Consider the best seating pattern for the test or examination; maintain adequate space between students.
- C. The Office of the Registrar will provide each academic unit with two types of examination attendance sheets for each course. One set is characterized by being course-specific and by having pre-printed student names and student numbers in alphabetical order. The other type is a chart on which each student prints and signs their name.

Use the attendance sheets, in conjunction with sessional identification cards and one piece of acceptable photo-bearing identification (see section on Exam Photo ID), to counter impersonation. Students should be informed in advance that they will be required to produce identification.

Before obtaining the students' signatures, read aloud the following statement and inform students that, in signing the sheet, they are acknowledging the statement:

**BY SIGNING YOUR NAME ON THIS LIST YOU AFFIRM THAT YOU ARE REGISTERED IN THIS COURSE. YOU ALSO ACKNOWLEDGE UNDERSTANDING THAT CHEATING ON AN EXAMINATION, INCLUDING IMPERSONATION, IS A BREACH OF ACADEMIC HONESTY AND IS PUNISHABLE UNDER THE REGULATIONS OF THE SENATE OF THE UNIVERSITY.**

Where a student has no identification and is not known to the invigilator, the student must be allowed to sit the examination. The invigilator should take notes on the sheet which will be of use in identifying the student if the need arises later and the student must be advised to make an appointment with the invigilator, preferably within 2 days, to present satisfactory identification. If possible, have another person (e.g. another invigilator) witness the student's presence at the examination.

After collecting the signatures, compare the number with the number of students writing, and later, match signatures to the answer sheets or booklets collected.

- D. Ask students to fill out the front page of the exam booklet in ink, i.e., their name, student number, etc.
- E. Please ensure that there are enough invigilators at all examinations. In determining how many invigilators will be necessary for a given exam, use the following guidelines, which refer to the number of students and invigilators in a given room (as opposed to a given course).

<u>No. Of Students</u>	<u>No. Of Invigilators</u>
1 - 25	1
26 - 50	2
51 - 100	3
101 - 200	4
201 - 300	5
301 - 400	6
401- 500	7

All instructors teaching and marking in a course are expected to attend all examinations in their entirety and to help invigilate them. YUSA personnel may not be asked to invigilate. If an instructor knows that he or she cannot attend an exam, a colleague should be asked to fill in.

Where the number of invigilators needed exceeds the number of instructors in the course, the unit may arrange for extra invigilators to be paid for by the Dean's Office. The Chair (or designate) is responsible for ascertaining whether there are sufficient invigilators for all exams in his or her unit. If extra invigilators are needed (over and above the instructors teaching and marking in a course), please ask Pauline Marwan to authorize remunerating them well in advance of the date of the exam. After you have received authorization, please:

- a. Find a suitable invigilator (the person may be a graduate student not involved in the course or an outsider; there are no teaching or marking skills necessary, just intelligence, honesty, and a reasonable level of maturity);

- b. Request a cash advance for the remuneration required (\$10 per exam hour) by filling out an advance form and sending it to Pauline Marwan, S920 Ross, paulinem@yorku.ca extension 33373;
- c. Obtain a receipt from the invigilator;
- d. Prepare an expense report, attaching all receipts; this package should be sent to Pauline Marwan.

Invigilate actively: to sit at the front of the room and mark papers or read, or to chat at length with fellow invigilators, is to invite cheating. Especially in larger rooms, circulate, observing the room from a variety of angles.

If you have any questions or if I can be of assistance, please do not hesitate to call my office at x22566 or contact me by e-mail at hcampbel@yorku.ca.

HC/mh