

## Regulations for Off Campus Exam Centres

The following are regulations put forth by Arts and Science Online, Queen's University. As a Proctor, your role is to ensure that students write their examinations, demonstrating compliance with the rules and regulations of Queen's academic integrity. Please read the following to ensure your role as a Proctor is carried out in the best way possible.

### A. ACADEMIC INTEGRITY

#### A.1 - The Regulation

In accordance with the Senate *Report on Principles and Priorities*, academic integrity provides a foundation for the "freedom of inquiry and exchange of ideas" fundamental to the educational environment at Queen's University. As a member of the International Centre for Academic Integrity (ICAI), Queen's subscribes to the definition of academic integrity "as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility and courage."

(visit <https://academicintegrity.org/> for more information)

Breaches of academic integrity are considered entirely unacceptable within the University community. The student who commits such an offence runs the risk of a range of sanctions - including a failure in the course or a requirement to withdraw from the University.

The following are some examples of activities that are prohibited during an exam which could demonstrate a breach of academic integrity:

- a) impersonating another student,
- b) copying from another student,
- c) making information available to another student,
- d) communicating with another student, or
- e) using unauthorized material

#### A.2 - Proctor's Role in Reducing Incidents of Academic Integrity Violations

If one of the above breaches in academic integrity occurs, please fill out the "Incident Report" provided in this envelope and submit with the student's exam. All breaches of academic integrity will be reported in writing to the instructor of the course, the Dean of the relevant Faculty, and Arts and Science Online. Here are other steps Proctors are expected to take to reduce the incidents of cheating:

- a) **Photo-Id** - Students are expected to bring their photo-id to the exam. Proctors are expected to confirm the student's identification by checking their Photo-ID to confirm that the person writing the exam is the person who is scheduled to write the exam.

## b) Concealed Exam Aids:

- i. **Washroom Breaks** - To reduce incidents of academic integrity violations, the Proctor should check the washrooms before the exam begins for any notes or other exam aids that may have been placed there by a student prior to writing an exam. Also ensure that the student taking a washroom break leaves the exam hall without their exam paper or supplies, and if possible, accompany the student to and from the washroom.
  - ii. **Pencil Cases** - Proctors should ask the student to open their pencil case to ensure no unauthorized material is hidden in the pencil case. Have the student empty the pencil case for necessary items to write the exam, and put the remainder of the case on the floor.
- c) **Food and Drink** - Proctors should ensure that students do not bring food or any other drink except for water in a clear water bottle (unless the Proctor's local rules prohibit it).
- d) **Cell phones, lap tops, computers** - Proctors should ensure that students turn off all cell phone devices and ensure that these are left with their bag away from their desk.
- e) **Bags, Purses and Coats** - Proctors should ask that students leave their handbags, purses, book bags and coats at the front of the room, away from their desk. The University assumes no responsibility for personal property lost in or near any examination hall or room.
- f) **When the Exam Ends** - Proctors should ensure that students hand in both the examination question paper along with their written responses, in the examination envelope. Students ARE NOT to remove any material issued for the examination from the examination hall or room.

## B. OTHER EXAM POLICIES AND PROCEDURES

### B.1 - Timing:

- a) **Start and End Times** - All examinations must start and end according to the exact date and duration specified (unless otherwise pre-authorized with CDS/ASO exams office).
- b) **Late Arrival** - The Proctor must ensure the student is only given the remaining amount of time in the exam to write. A "Late Arrival Report" should be filled out by the Proctor and student if any student is more than 30 minutes late to their exam.

### B.2 – Illness:

- a) The Proctor should recommend that the student *not* start writing their exam if they claim to be ill on the day of their exam.
- b) The Proctor should also recommend to the student to email their instructor and copy Arts and Science Online (Continuing and Distance Studies): [cdsexams@queensu.ca](mailto:cdsexams@queensu.ca)

### B.3 - No-Shows

The Proctor should notify CDS/ASO [cdsexams@queensu.ca](mailto:cdsexams@queensu.ca) and/or indicate on the front of the exam envelope if a student does not show up to write a scheduled exam.