

## Sheridan College Invigilator Guidelines:

### Duties:

Cheating will not be tolerated at Sheridan College. As an Invigilator, it is your duty to ensure integrity in the examination process by:

- Providing support to professors during the examination process.
- Enforcing examination regulations and ensure an environment conducive to exam writing for students.
- Distributing examination papers in accordance with the professor's instructions, if requested by the professor.
- Verifying students' identity using their OneCard.
- Escorting students to the washroom, should it be required. You will be asked, where possible, to escort the student of the same gender into the restroom and inspect the stall they choose. You should then afford the student privacy by turning your back and waiting near the exit. A student may request a unisex washrooms and these requests should be accommodated. Please familiarize yourself with the locations of these washrooms on campus.
- Being vigilant throughout the examination period to discourage and identify cheating offences (e.g. talking, using electronic devices, collusion, copying from others) and violations of the Examination Regulations (attached).
- Collecting examination papers, ensuring the return of all testing materials and answer sheets.
- Recording details of late arriving students, if requested by the professor.
- Reading exam regulations to the class prior to the examination, if requested by the professor.
- Responding to raised hands during the examination.
- Maintaining focus and professionalism at all times including refraining from conversation with the professor.
- Remaining present in the examination room at all times unless it is absolutely necessary to leave to escort a student or in the case of an emergency.
- Completing Invigilation Forms and documenting exam misconduct.
- Demonstrating a firm but supportive commitment to academic integrity and a willingness to enforce examination regulations.

### Guidelines for Invigilators

- Should you accept an invigilation assignment, you must be available for the entire duration of that contract.
- You must reveal any conflicts prior to commencement of an exam. These would include, but are not limited to, having to invigilate in a classroom where a relative, friend or colleague is taking an examination.
- Sheridan College is committed to providing a respectful and harassment free environment. Treat students and staff with respect at all times and report any incidents of bullying and harassment promptly to the Associate Dean responsible for your contract. Should you ever feel unsafe, call security immediately.
- All communications with students are to be in English, even if you speak their native tongue.
- The professor, and the invigilator should remain in the classroom at all times, barring unforeseen exigent circumstances.
- Should an unusual or ambiguous situation occur that cannot be resolved between yourself and the professor, the student in question should be allowed to sit/finish the exam which should have an incident report attached to it upon submission.
- Only the professor can make the decision as to whether a paper is to be removed for a cheating offence.