



Tally Sheet for Examinations

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| Name of Class Subject | | | Course No. | Section No. | Year | Term |
|--------------------------|--|--|------------|-------------|------|------|

| Student's Signature | Student Number | No. of Answer books | Exam Paper Returned | Other material Submitted |
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| Invigilator's Signature | Date of Exam |
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University Council regulations on examinations provide the following guidelines for invigilators:

1.4.3 Invigilation and Conduct of Final Examinations

a. University level:

- i. Students are not allowed to leave the examination room until 30 minutes after the start of the examination. Students will also be denied entrance if they arrive later than 30 minutes after the start of the examination. A student denied admission to the examination under this regulation may apply to their College for a deferred final examination; such application will be subject to consideration under the usual criteria.
- ii. Students are required to have suitable identification (Student I.D. card or other picture I.D.) available during examinations. Invigilators may request that students produce such identification during examinations. If a student claims not to have any proof of identity, the student can be required to present suitable I.D. to the invigilator at some mutually agreeable time and place. The student shall be informed that failure to appear at the agreed upon time and place will constitute an irregularity that will be reported to the student's Dean.
- iii. Students shall not bring into the examination room any books, papers, calculators, word processors, or other electronic devices, or other materials except as indicated on the examination paper or with the permission of the invigilator.
- iv. Students shall hold no communication of any kind with other students while they are writing the examination.
- v. Before leaving the examination room, students are required to sign a tally sheet indicating their attendance at the examination and submission of examination materials.
- vi. Council delegates to each College and Department the responsibility and authority for setting additional responsibilities of invigilators.

Academic Dishonesty

If you encounter a case of cheating, indicate to the student that an irregularity has been detected and advise the student that the incident will be reported to the student's Dean.

Relieve the student of any papers, other materials, or unauthorized aids which, in your opinion, should not be in their possession during the examination.

Allow the student to complete the examination unless her or his conduct (e.g. disruption of other students) warrants expulsion from the room.

In order to prevent ghost writing, it is strongly advised that you check all students' identification against your class list. You have the right to request to see some form of identification.

If possible, it is advisable to have another invigilator act as witness to any discussion you have with a student regarding a possible irregularity. Making notes on the student's behaviour and, if a question of ghost writing, appearance (age, height, weight, hair and eye colour, eyeglasses, identifying features) is also recommended.

Although you have the right to request a student's cooperation in sorting out an irregularity (including asking for identification, asking for information that might help establish the identity of a student, or asking the student to accompany you to some other location), you do not have the right to make the student do or say anything against their will.

As soon as possible, send a written report documenting the details of any irregularity detected (include with the report any papers, other materials or unauthorized aids taken from the student) to the Dean of the student's college. A copy of the report should also be sent to your Department Head or Dean in non-departmentalized colleges.