



# Selkirk College

## DISTRIBUTED LEARNING CENTRE Administration of Examinations Guidelines

The Distributed Learning Centre has developed this Administration of Examinations Guidelines as a reference for distance education students and faculty.

A distance education student is defined as:

- a. A student with a valid Selkirk College student number and currently taking a distance course through Selkirk College.
- b. A student completing 100% of the learning in a course off campus.
- c. An online student or a student taking a paper-based distance education course for most of their studies.
- d. A student who is not required to be at a Selkirk College campus for any portion of their studies.

### REGULATIONS:

1. All Selkirk College students must adhere to **Selkirk College Policy B3002.1, Part II, Section 15.0 – Admissions & Standards** (Cheating and Plagiarism). For further information, please visit our website: <http://selkirk.ca/pdf/policies/admission-standards.pdf>
2. All Selkirk College students must adhere to **Selkirk College Policy B3002 – Student Code of Conduct**. For further information, please visit our website: <http://selkirk.ca/pdf/policies/210-k02-student-conduct.pdf>
3. All Selkirk College students must adhere to **Selkirk College Policy B3009 – Final Examinations**. For further information, please visit our website: <http://selkirk.ca/pdf/policies/210-uu02-fnlexm.pdf>
4. All Selkirk College policies take precedence over these guidelines.
5. Selkirk College students must adhere to policies that are specific to their program of study. As well, Schools may have regulations and procedures that take precedence over these guidelines.
6. Some exams must be written at scheduled times and dates as stated in the course outline.
7. Examinations that do not take place on a Selkirk College campus may require supervision by an approved invigilator. The instructor will advise students when an invigilator is required. It is the student's responsibility to identify an acceptable invigilator and exam location. Selkirk College reserves the right to reject proposed invigilators.

8. Invigilation guidelines:
  - a. When possible, exams are to be written at an accredited, post-secondary institution such as a community college. Other approved locations include public schools or libraries. If these options are not available, the instructor may consider other suitable locations.
  - b. Exams are to be written under the supervision of an invigilator approved by the instructor. The approved invigilator must be in a position of responsibility/authority and must be able to remain objective as far as the student is concerned.
  - c. To eliminate conflict-of-interest issues, relatives (including by marriage) or persons living at the same address as the student may not invigilate Selkirk College exams.
9. Selkirk College is not responsible for any invigilation-related costs.

#### PROCEDURES:

1. Upon registration, a student requiring invigilation outside Selkirk College is responsible for providing their instructor the following invigilator information:
  - a. name,
  - b. position, such as professional degree/designation,
  - c. phone number,
  - d. mailing address, and
  - e. if applicable, an email address.
2. Normally the instructor will speak directly with the invigilator to confirm invigilation guidelines.
3. The student is responsible for arranging with the invigilator the examination time and location.
4. The student may be required to present a form of personal identification to the invigilator.
5. The instructor will send the examination package to the invigilator by regular mail or email if applicable. Packages include:
  - a. Examination materials with directives including:
    - i. instructor contact name and information,
    - ii. materials that are permitted in the exam room,
    - iii. permissions concerning leaving the exam room,
    - iv. speaking or communicating with others,
    - v. non-use of cell phones, pagers or other electronic devices,
    - vi. exam time limitations,
    - vii. return of examination materials, complete or incomplete, and
    - viii. other pertinent information.
  - b. Selkirk College's **Examination Invigilation Form** to be completed and signed by both student and invigilator when the exam is finished. In the case of exams that are in electronic format, the invigilation form, completed and signed, is to be returned by regular mail.
  - c. Stamped, self-addressed envelopes for the prompt return of all testing materials. It may be required that exams are returned prepaid by the student by courier or express post.