

C.27 Invigilation

Academic Matters

Nunavut Arctic College

Nunavut Arctic College Invigilation of Exams

POLICY

Nunavut Arctic College is able to provide invigilation services to members of the public (hereinafter “candidates”) who need to write exams from other jurisdictions that require an independent invigilator. This includes invigilation services for candidates who are taking distance and certification courses with other institutions or agencies. The invigilation services are done by an impartial, experienced invigilator for both on-line and paper based exams.

PRINCIPLES

Nunavut Arctic College’s Registrar’s Office responsibility includes, but is not limited to:

- Coordinating exam reservations/scheduling
- Securing location of exam and providing necessary infrastructure (desk, non-GN connected computer, and internet).
- Financial management: receiving payment, issuing invoices and receipts
- Securing staff to invigilate the exam
- Communication with educational institution or agency – including sending hard copy of exam

FEES

Currently Nunavut Arctic College charges 30.00/hour plus tax. The costs related to fees are pro-rated upwards for each 15 minute cycle; this is outlined in the chart below:

1 hour = \$30.00	1.25 hour = \$37.50	1.50 hour = \$45.00
1.75 hour = \$52.50	2 hour = \$60.00	2.25 hour = \$67.50
2.5 hour = \$75.00	2.75 hour = \$82.50	3 hour = \$90.00

If there is a need to invigilate an exam beyond 3 hours, there is a flat fee of 30.00 per hour regardless of the number of minutes used per hour. For example, an examination taking 3 hours and 20 minutes would cost \$120.00.

Note: Nunavut Arctic College reserves the right to higher rates when overtime for invigilation is required. This will be identified by the Registrar’s Office prior to services being provided.

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INVIGILATOR RESPONSIBILITIES

- You may not invigilate an examination if the candidate you are invigilating is your friend, neighbour, co-worker, supervisor, family member, relative, or lives at the same address as you.
- Rules for invigilation set by a specific jurisdiction shall be followed where identified, if no rules are set out, invigilators shall ensure:
 - No other person is to be allowed in an examination room during an examination except the candidates concerned and those supervising the examination
 - The invigilator must ensure that candidates do not bring any materials to their desks other than those directly required to write the examination. Coats/jackets, handbags, backpacks, mobile phones and any other electronic devices must be left in an area identified by the invigilator
 - The invigilator must ensure that all exams commence promptly at the scheduled time. No candidate shall be admitted to the exam room after thirty (30) minutes nor shall leave during the first thirty (30) minutes of the exam
 - Check washrooms for course materials before exam begins and must remain in the exam room during the remainder of the examination period;
- Invigilators shall complete the attendance record;
- The invigilator must inspect the ID cards of candidates writing the examination in the event that they are unknown to the invigilator;
- That the correct exam, as authorized by the institution, has been provided for the candidate;
- Ensure a candidate with disabilities is accommodated as per arrangements negotiated by the candidate and the Registrar's office;
- That any candidate found cheating or otherwise violating the **Plagiarism and Cheating Policy** (C.23) in the College Policies and Procedures Manual, will have his/her exam paper taken away and be required to leave the exam room. The invigilator will immediately document the circumstances of the incident and forward the information to the appropriate Institution;
- Only one (1) candidate at a time is permitted to leave the exam area at any given time and must return within a reasonable amount of time;
- Invigilators are not to answer candidates questions related to the examination content; and,
- All completed exams and exam papers are retrieved from the candidate(s).

Retention of Exams

All completed final exam papers shall be sent to the jurisdiction to which the exam is being administered. No examination shall be held by the College or by individual invigilators.

An invigilator may be

Anyone from the Registrar's office; and or, faculty member, administrator or other professional staff member of Nunavut Arctic College.