



# SENATE POLICY: J-101

VANCOUVER and  
OKANAGAN SENATES  
c/o Enrolment Services  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

## **Number & Title**

J-101 *Student Conduct during Examinations*

## **Effective Date:**

1 September 2012

## **Approval Date:**

April 2012

## **Review Date:**

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *responsible committee*.

## **Responsible Committees:**

Vancouver Senate Academic Policy Committee  
Okanagan Senate Academic Policy Committee

## **Authority:**

*University Act, S. 37(1)*

*“The academic governance of the university is vested in the senate and it has the following powers:*

*...(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;...*

*...(s) to make rules respecting the conduct and financing of examinations referred to in paragraph (r) and other examinations conducted by the senate under any other Act;”...*

## **Purpose and Goals:**

The goal of this policy is to provide for consistent, fair, and equitable treatment of *examination candidates*, and to clarify expectations with regard to behaviour at *formal* and *in-term examinations*. Its purpose is to preserve and uphold the broad values of academic integrity and honesty in the specific context of *examinations*.

## **Applicability:**

This policy is applicable to all *examinations* associated with academic *courses* at the University, including supplemental and deferred examinations, as well as distance-learning examinations.

## **Exclusions:**

None.

## **Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Course* shall mean course of instruction.
- *Examiner* shall mean the instructor(s) of record of the course for which the *examination* is being conducted, unless otherwise specified by the dean or director of the faculty or school in which the *examination* is being written.
- *Examination Candidate* shall mean a student undertaking an *examination* for a course in which he or she is enrolled.
- *Examinations* shall include:
  - o *Formal Examinations*: meaning an oral, written or practical assessment that contributes toward the determination of an *examination candidate's* final grade or standing in the respective course, and that is scheduled by the Registrar and time-limited, with invigilation provided.
  - o *In-term Examinations*: meaning any major *examination* held during class-time or scheduled outside of class-time, during the Summer or Winter Sessions.
- *Invigilator* shall mean an *examiner* or an individual who has been assigned by a department, faculty, school, Enrolment Services, or Access and Diversity to assist in presiding over an *examination*.

**Policy:**

1. Each *examination candidate* must be prepared to produce, upon the request of the *invigilator or examiner*, his or her UBCcard for identification.
2. *Examination candidates* are not permitted to ask questions of the *examiners or invigilators*, except in cases of supposed errors or ambiguities in *examination* questions, illegible or missing material, or the like.
3. No *examination candidate* shall be permitted to enter the examination room after the expiration of one-half hour from the scheduled starting time, or to leave during the first half hour of the *examination*. Should the *examination* run forty-five (45) minutes or less, no *examination candidate* shall be permitted to enter the *examination* room once the *examination* has begun.
4. *Examination candidates* must conduct themselves honestly and in accordance with established rules for a given *examination*, which will be articulated by the *examiner or invigilator* prior to the *examination* commencing. Should dishonest behaviour be observed by the *examiner(s) or invigilator(s)*, pleas of accident or forgetfulness shall not be received.
5. *Examination candidates* suspected of any of the following, or any other similar practices, may be immediately dismissed from the *examination* by the *examiner/invigilator*, and may be subject to disciplinary action:
  - i. speaking or communicating with other *examination candidates*, unless otherwise authorized;
  - ii. purposely exposing written papers to the view of other *examination candidates* or imaging devices;
  - iii. purposely viewing the written papers of other *examination candidates*;
  - iv. using or having visible at the place of writing any books, papers or other memory aid devices other than those authorized by the *examiner(s)*; and,
  - v. using or operating electronic devices including but not limited to telephones, calculators, computers, or similar devices

other than those authorized by the *examiner(s)*—(electronic devices other than those authorized by the *examiner(s)* must be completely powered down if present at the place of writing).

6. *Examination candidates* must not destroy or damage any *examination* material, must hand in all *examination* papers, and must not take any *examination* material from the *examination* room without permission of the *examiner* or *invigilator*.
7. Notwithstanding the above, for any mode of *examination* that does not fall into the traditional, paper-based method, *examination candidates* shall adhere to any special rules for conduct as established and articulated by the *examiner*.
8. *Examination candidates* must follow any additional *examination* rules or directions communicated by the *examiner(s)* or *invigilator(s)*.

#### **Calendar Statement:**

Same as per policy.

#### **Consultations**

The following groups have been consulted during the development of this policy:

Enrolment Services; Deans; Access & Diversity; Faculty of Medicine; Office of the Ombudsperson for Students; Office of the Vice-President, Academic; Legal Counsel

#### **History:**

The first rules around formal examinations were approved by Senate 13 October 1976 and have been subject to amendments from time to time as exhibited in the archive of Academic Calendars. This policy codifies these historical developments.

#### **Related Policies:**

##### Academic Concession

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0>

##### Discipline for Academic Misconduct

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,0>

Exam Scheduling Policies and Procedures

<http://www.students.ubc.ca/classroomservices/course-and-exam-scheduling/exam-scheduling/policies-and-procedures>

Sudden Examination Disruption Policy

<http://www.senate.ubc.ca/vancouver/policies.cfm?ID=15>

UBC Policy #65: Religious Holidays

<http://www.universitycounsel.ubc.ca/files/2010/08/policy65.pdf>

UBC Policy #73: Academic Accommodation for Students with Disabilities

<http://www.universitycounsel.ubc.ca/files/2010/08/policy73.pdf>

**Appendix:**

There is no appendix to this policy.