

Examination Invigilation Procedure

Office of Accountability:	Undergraduate Medical Education Office
Office of Administrative Responsibility:	Undergraduate Medical Education Office
Approver:	Undergraduate Medical Studies Committee
Approval Date:	February 20, 2019
Review Date:	February 20, 2022

Definitions

Assessment Administrative Program Assistant (APA)	<p>The Undergraduate Medical Education office employee responsible for overseeing all aspects of examination invigilation which includes:</p> <ul style="list-style-type: none"> • Scheduling invigilators • Organizing examination rooms and times • Ensuring learners are aware of appropriate examination conduct
Invigilator	<p>An individual responsible for ensuring the proper conduct of learners during an examination. Invigilators are present during the entirety of the examination and must monitor learners to prevent cheating.</p>
Summative Assessment	<p>A process used to assess learner achievement at the end of a period of instruction.</p>

Overview

The Faculty of Medicine (FoM) is committed to the fair and consistent invigilation of examinations for all learners in the Doctor of Medicine (M.D.) program. The procedures outlined in this document are mandatory.



Faculty of Medicine

Examination Invigilation Procedure

Learners with a disability impacting their capacity to write examinations will be accommodated as per the Memorial Accessibility for Students with Disabilities policy and its related procedures.

Purpose

To establish clear procedures for conduct during examinations.

Scope

This policy applies to all summative assessments conducted in the M.D. program.

Procedure

- A.0 No learner is permitted to write an examination without invigilation.
- B.0 The Undergraduate Medical Education (UGME) office will ensure there are at least two (2) invigilators per examination room.
- C.0 National Board of Medical Examiners (NBME) examinations will be administered as per the rules and regulations stipulated by the [NBME](#).
- D.0 Learner conduct during an examination
 - D.1. Learners are to leave books, bags, coats, etc. in their locker or away from their seat (front, side, or back of examination room).
 - D.2. Electronic devices with recording and messaging capabilities must be turned off and stored away from the learner's seat (front, side, or back of examination room). Calculators are permitted with the permission of the Phase Lead or delegate.
 - D.3. No hats or hoods are to be worn during an examination.
 - D.4. Pencils/pens and erasers may be brought to each seat. Pencil cases are not permitted.
 - D.5. Eating during an examination is not permitted unless there is a documented

Examination Invigilation Procedure

medical necessity to do so. Documentation must be presented to the Assessment Administrative Program Assistant (APA) prior to the examination. Learners may bring water in a clear container to their seat.

- E.0 Learners who arrive late to an examination will not have an extension of time to write the examination unless under extenuating circumstances at the discretion of the Assessment APA.
- F.0 With the exception of National Board of Medical Examiners (NBME) examinations, examination question challenge cards will be available at every examination and are available to learners until they leave the examination room. No extra examination time is permitted for learners completing challenge cards.
- G.0 Invigilators will record the time of the examination and will provide a fifteen (15) minute warning before the end of the examination.
- H.0 An extension of the scheduled examination end time is at the discretion of the Assessment APA.
- I.0 Invigilators will be assigned their duties by the Assessment APA. During the examination, they will be required to maintain a constant monitoring of the learners in their charge.
- J.0 If cheating is suspected by an invigilator, every attempt should be made to have a second invigilator observe the learner(s). The conduct of the examination is not to be interrupted.
 - J.1. If cheating is suspected, it should be brought to the attention of the Phase Lead after the examination is complete.
 - J.2. In the event of an allegation of cheating, the Phase Lead is to refer to the [University Regulations - 6.12 Academic Misconduct](#).
- K.0 If a learner is taken ill during an examination, they should be directed to an appropriate medical facility, and advised that a medical note will be needed when applying for a deferred examination. The names of such learners should be noted by the Assessment APA.
- L.0 In the case of an emergency evacuation of the examination room, the Assessment APA will reach a decision as to whether the examination can be resumed. The Phase Lead or



Faculty of Medicine

Examination Invigilation Procedure

delegate will decide the validity of the examination or whether another alternate assessment is necessary.

Related Links

[Summative Assessment Policy for Phases 1 -4](#)

[Memorial University of Newfoundland Invigilation Procedures](#)

Previous Versions

There is at least one previous version of this policy. Contact the Policy Analyst to view earlier version(s):

Approval Date: May 18, 2011