

UBC MFRE EXAM PROTOCOL FOR IN-PERSON AND REMOTE EXAMINATIONS 2023/2024

EXAM PROTOCOL FOR IN-PERSON EXAMINATIONS

All students are expected to adhere to the following protocol when taking exams.

1. The invigilator(s) will assign seats to the examination candidates.
2. The examination candidates must leave all their belongings in a designated area and take only the material to their seats that they will require for the examination (pen, pencil, ruler, calculator, marker, NO pencil cases). Scrap paper will be provided at the discretion of the invigilator.
3. Before the examination starts, the invigilator(s) will read the following to the examination candidates:
 - a) Only one examination candidate at the time will be allowed to leave the room to use the washroom. Cell phones must be left with the Invigilator when the student leaves the room to use the washroom. Invigilators may accompany students to the washroom facilities.
 - b) When the examination time is over, ALL examination candidates must put their pencil/pen down. Examination candidates that do not stop writing when indicated will be penalized at the discretion of the Instructor.
 - c) As soon as one examination candidate has completed the exam and left the room, the other examination candidates are not allowed to use the washroom.
 - d) Students may not leave the room in the last fifteen minutes of the exam.
 - e) Students must stay quietly in their assigned seats until all exams have been picked up by invigilators.
4. The invigilator(s) will regularly inform candidates about the remaining time during the examination.
5. The invigilator(s) has the freedom to ask any examination candidate to change seats at any point during the exam.

Conduct During In-Person Examinations

1. Each examination candidate must be prepared to produce his or her UBC card for identification, upon the request of the invigilator or examiner.
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 30 minutes from the scheduled starting time, or to leave during the first 30 minutes of the examination. Should the examination run 45 minutes or less, no examination candidate shall be permitted to enter the examination room once the examination has begun.
4. Students may not leave the room in the last fifteen minutes of the exam time.
5. 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 behavior be observed by the examiner(s) or invigilator(s), pleas of accident or forgetfulness shall not be received.

6. 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 or computer screens to the view of other examination candidates;
 - iii. Purposely viewing the written papers or computer screen 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, phones, 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).
7. 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 the permission of the examiner or invigilator.
8. Notwithstanding the above, for any mode of examination that does not fall into the traditional paper-based method, examination candidates shall adhere to any additional rules for conduct as established and articulated by the examiner.
9. Examination candidates must follow any additional examination rules or directions communicated by the Course Instructor or Invigilator(s).

If you are unable to write an examination, you must have a verifiable doctor's note and must contact the course Instructor and the MFRE Academic Program Manager before the scheduled date/time. Documentation must be provided to explain your absence. If the documentation is considered legitimate, the instructor will let you know how to proceed.

EXAM PROTOCOL FOR REMOTE EXAMINATIONS

If a student is **unable to write an exam in-person** due to circumstances where a student has mobility issues or is ill, but they would like to conduct an exam remotely, they must provide a verifiable doctor's note and contact the Course Instructor, Course Assistant, and MFRE Academic Program Manager before the scheduled exam date/time. If documentation is considered legitimate, the Course Instructor, after discussion with the MFRE Academic Program Manager, may decide to allow the student to write the exam remotely. Note, the option to write an exam remotely is provided at the discretion of the Course Instructor as some exams lend themselves to remote settings while others do not.

Note: Students may be exempted from conducting an online exam if their condition is examined and approved by UBC [Access and Diversity](#)

Conduct During Remote Examinations

1. Students will require two devices including a laptop which will be used to access canvas and write the exam and a second device with a camera (i.e., laptop, tablet, smartphone) for zoom proctoring.
2. The Invigilator will provide the examination with instructions to students using Canvas in a secure mode which will be accessed by the laptop.
3. The Invigilator will send the zoom link and communication instruction to the students which they will open on the second device. Note: there will be an alternative host in the event that zoom connections are lost.
4. The second device must be connected to Zoom with a video view at all times.
5. If access to Wi-Fi or Zoom is a concern during the exam, the exam may be canceled at the discretion of the Course Instructor or Invigilator.
6. Zoom proctoring may (may not) be recorded. It is the discretion of the Course Instructor to request the zoom proctoring.
7. Exam writing area and device set up must follow the layout in the provided image and must have good access to power and Wi-Fi, and accessories (keyboard, monitor as required).



8. At a minimum of one day before the exam, students should test their second 2nd device to ensure the following:
 - Zoom functions are operational.
 - Canvas is accessible.
 - Required software packages are available on laptops (i.e., PDF creation, Word, Excel, RStudio).
 - Zoom chats and messages are operational and fully tested using the second device.
 - Invigilator's view of student and writing area via the second device are acceptable.
 - Zoom link and instructions are available and working.