Number & Title:
J-101 Student Conduct during Examinations

Effective Date:
1 September 2012

Approval Date:
Vancouver Senate on 18 April 2012 and the Okanagan Senate on 25 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:
  - 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.
  - 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 UBC card 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
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).

Academic 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

Sudden Examination Disruption Policy
http://www.senate.ubc.ca/vancouver/policies.cfm?ID=15

UBC Policy #65: Religious Holidays

UBC Policy #73: Academic Accommodation for Students with Disabilities

Appendix:

There is no appendix to this policy.