



# PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

---

## **EXAM INVIGILATION INSTRUCTIONS FOR FACULTY AND GRAD STUDENT INVIGILATORS (2025-2026)**

| Exam Invigilator Contacts  |  |  |
|--|--|--|
| Name   | Contact  | Note   |
| <b>Ella Wong</b><br><i>Director, Student Academic Services</i>   | <a href="mailto:ewong@allard.ubc.ca">ewong@allard.ubc.ca</a><br>604-822-6731<br>Room 151   | Contact for picking up exam package, flagging student absences in the exam room, exam issues that come up  |
| <b>Patricia Penaflorida</b><br><i>Coordinator, Student Academic Services</i>   | <a href="mailto:penaflorida@allard.ubc.ca">penaflorida@allard.ubc.ca</a><br>604-827-5728<br>Room 153   | Invigilation schedule, invigilator hiring and training, questions around reviewing exams/grades  |
| <b>Bo Gardner</b><br><i>Coordinator, Student Academic Services</i>   | <a href="mailto:xian@allard.ubc.ca">xian@allard.ubc.ca</a><br>604-827-3429<br>Room 153   | Questions around Centre for Accessibility exam bookings, questions around reviewing exams/grades   |
| <b>Kaila Mikkelsen</b><br><i>Assistant Dean, Students</i><br><br><b>Zack Uganec</b><br><i>Manager, Student Affairs</i> | <a href="mailto:mikkelsen@allard.ubc.ca">mikkelsen@allard.ubc.ca</a><br>604-822-6350<br>Room 152<br><br><a href="mailto:uganec@allard.ubc.ca">uganec@allard.ubc.ca</a><br>604-827-3882<br>Room 150 | Students seeking examination accommodations (e.g. change to date/time, deferrals, extra time, etc.). They will have the student prepare a written request for consideration to the Chair of the Academic Procedure's Committee. The Chair's permission is required for all requests. |
| <b>Bernie Flinn</b><br><i>Senior Support Analyst, Desktop Services</i>   | <a href="mailto:flinn@allard.ubc.ca">flinn@allard.ubc.ca</a><br>Room 111   | Students with Exemplify upload issues AFTER the exam has ended.  |

**PLEASE LET ELLA, BO AND PATRICIA KNOW IF ANY OF THE FOLLOWING HAPPEN DURING YOUR EXAM:**

- You provide students with new/clarification instructions
- You or a student notices an error or has a question around the exam content
- If an emergency happens during the exam (e.g. student medical emergency). Please also notify reception so they can call security/paramedics for help

## Invigilator Duties PRIOR to the Exam Start

---

1. Arrive 15-20 minutes prior to the exam start-time (8:40 a.m. for morning exams and 1:10 p.m. for afternoon exams).
2. Collect examination question papers, answer booklets, exam password, attendance sheet, and classroom locations from Ella (Room 151) or Patricia and Bo (Room 153).
3. Exam room assignments for laptop users and hand-writers will be posted on the exam schedule prior to the first day of exams. You will also receive confirmation on where the room will be on the day of.
4. In the laptop room(s), write the Exam Password and Resume Code on the whiteboard, then it is recommended that you go to the hand-writing room and start the exam. Once the hand- writers have started the exam, go to the laptop room to start the exam.

### To start the exam in each room:

1. Ensure that students are not sitting side-by-side (i.e. that there is at least one empty chair between students).
2. Check that students have their UBC student cards in front of them.
3. Materials **NOT** allowed in the exam room:
  - a. Cell phones, smart watches, fit bits, head phones, electronic devices, or any other types of communications devices
4. Laptops are only permitted for students taking their exams using Exemplify in the laptop computer assigned exam rooms.
5. Circulate the attendance sheet and have each student sign/initial beside their name.
6. Check any materials that students bring into the examination room, particularly if the exam is *closed-book* or restricted to specific reference materials or if there is reading time
  - a. **Closed-Book:** ensure that students do NOT bring any notes/reference materials for the exam
7. Students can type their exams using the Exemplify software on their laptops OR handwrite. Exemplify runs in a secure mode, so students using it cannot access the internet or anything on their laptop except Exemplify while taking their exams. If the instructor is permitting students to bring written material into the exam room, the students themselves must bring the material (e.g., CANS, readings) in hard copy format to their exam.

8. Distribute examination question papers and answer booklets to all students, including those who are using laptops for exams.
9. Remind students to write their personal **exam code** on the cover of their exam question paper and all used exam answer booklets. They should **NOT** write their **name** on the exam question paper and the exam answer booklets. If a student forgets their exam code, instruct the student to write their student number on the exam question paper and exam answer booklets.
10. **START THE FIRST CLASSROOM ON TIME** (i.e. at exactly 9:00 a.m. or 1:30 p.m.). (Give yourself adequate time (possibly 5 minutes or more) between starting the exam in the handwriting classroom and the laptop classroom(s) so that at the end of the exam, you will have time to stop the exam, collect and count the exam question sheets and used exam answer booklets, and collect all unused exam answer booklets in the first room before going to the next room to stop the exam and collect the materials.
11. Please refer to the Computerized Exam Policies and Procedures for more specific information about invigilating the computerized exams: <https://allard.ubc.ca/student-portal/registration-courses-exams/exam-policies-computerized-exams>.

## **Invigilator Duties DURING the Exam**

---

1. Count the number of examinees and record this number for each classroom.
2. Return the attendance sheet to Ella (Room 151) or Patricia and Bo (Room 153), as soon as possible once the exam is underway so that they can try to reach missing students.
3. Invigilators do not have to remain in the exam room; however, they should check back regularly and be present for (at least) the last 15 minutes of the exam.
4. In the case of closed-book exams, if you are not able to remain in the room for the entire exam, you should ensure that you visit the room frequently.

## Technical Difficulties DURING the Exam

---

5. If a student using Exemplify experiences technical difficulties at the very beginning or during an exam, the student may quietly attempt to solve the problem/reboot the computer.
  - Students are **STRONGLY** encouraged to spend **NO MORE THAN 5 minutes** attempting to do so.
  - **STUDENTS SHOULD NOT INFORM THE INVIGILATOR OR DISRUPT THE OTHER STUDENTS WHILE DOING SO. THEY SHOULD NOT MOVE TO ANOTHER CLASSROOM ONCE THE EXAM HAS BEGUN.**
  - Students will **NOT BE GIVEN ANY EXTRA TIME** to complete the exam.
  - If the student's attempt to solve the problem is unsuccessful, or if the student chooses not to make such an attempt, the student **MUST** begin hand-writing the exam answers in their exam answer booklets immediately.
  - There will be **NO TECHNICAL SUPPORT** available **DURING** an exam! Technical support will only be available in room 111 **AFTER** the exam has ended.

## Invigilator Duties at the END of the Exam

---

1. Give students a 5-15-minute warning before the end of their exam.
  2. Call time, **instruct all students to stop writing or typing, and make sure that they do.** Remind students to ensure that their exam code is clearly written on the exam questions sheets and coverage of all used examination booklets and, if more than one booklet was used, to number them accordingly (e.g. 1 of 2, 2 of 2, etc.). Student exam codes will automatically appear on the computerized exam answer printouts.
  3. Collect all exam question sheets and answer booklets, whether or not they are written in. **Ensure that none are removed by examinees.**
  4. Remind students using Exemplify to not leave the room until their exam has successfully uploaded!
  5. **At the END of the exam ONLY:** If a student who used Exemplify experienced a technical problem during the exam and had to hand-write some of the exam, or if a student experiences a problem uploading the exam at the END of the exam: collect all exam question sheets and answer booklets from the student then direct the student to bring the laptop to Room 111 for technical support in uploading any exam answers from Exemplify.
  6. **Before leaving the room, count the number of exam question sheets and used answer booklets to ensure that the number agrees with the number of students who wrote the exam.**
  7. **Return the exam questions sheets and unused examination booklets (and used examination booklets if you are invigilating for another instructor) to Ella (Room 151) or Patricia and Bo (Room 153).**
-