

## Economics Department

### Information and Responsibilities for Invigilators

The purpose of invigilation is to ensure that all students write examinations under uniform conditions in an orderly and undisturbed manner. You are responsible for reading and understanding this document.

Please note that instructors may have rules and requirements specific to their own exams that differ from the information below.

#### Duties of Invigilators

- 1) Report on time as listed on your schedule.
- 2) Invigilators are responsible for the distribution of examination papers and materials.
- 3) Familiarize yourself with supplies and special aids allowed for your exam.
  - a. For examinations that specify the use of the Casio FX-991 MS or MS Plus calculator only, if you see a student using the wrong type of calculator, immediately notify the instructor.
- 4) Photo ID Card Checking at the Door – While most mid-term exams do not require you to check ID cards at the door, you will, on occasion, be asked to do so. As students come through the doorway, have them show you their McMaster Photo ID card.
- 5) Nothing should be on top of the desk except what is required to write the exam. Absolutely no pencil cases, calculator covers, pagers or cell phones are allowed. No talking is allowed once the students have entered the examination room.
- 6) Invigilation must be performed quietly. Invigilators should not talk amongst themselves unless an issue arises.
- 7) It is the duty of the invigilator to constantly watch over the assigned area, looking for student needs and the occurrences of any irregularities. Invigilators are not to be reading, using cellphones/laptops/tablets, talking amongst themselves, etc. **Pay attention to the students at all times. If you must leave the room, notify another invigilator or the instructor before doing so.**
- 8) Be alert. If you see students exhibiting suspicious behavior such as positioning materials where others can see, shifting or glancing around or talking to other students, warn them immediately to stop their behavior. In cases of students suspected to be cheating, do not accuse the student. Keep the student(s) under constant observation until you are convinced of what you see, then ask another invigilator or the instructor to observe the behavior in question. When both people are convinced, record the names and the student numbers of those involved and report the matter to the instructor immediately. Do not let a situation persist for a long time without taking action. The instructor will take on the responsibility of

talking to the students, confiscating material, etc. You will be asked to write a short report on your involvement in the incident. Watch for calculators with notes written in pencil on the back that are difficult to see unless viewed in the correct light.

**9) In the event of an emergency, security may be reached by dialing '88' from any campus phone.**

10) Answer and investigate student questions about the examination copy but do not attempt to interpret anything based on your own knowledge. You should speak to the instructor for clarification or ask the student to state the difficulty on the paper and then answer to the best of their ability.

**11) Responsible for printing off their own timesheets and getting the signature of the instructor for the hours they worked on the test day.** Invigilators will be paid after timesheets have been handed in to the **Economics Department/ KTH-426** or e-mailed to [econug@mcmaster.ca](mailto:econug@mcmaster.ca) within **ONE MONTH** of invigilation with instructor's signature on the same day of the exam using the same timesheet attached to this e-mail. **Failure to sign the timesheet for all tests on the same day of invigilation and handing it over in the same month may result in unpaid hours.**

12) Invigilators who fail to comply with the guidelines set in this document, or by the instructor of a given exam, may lose access to the pool of invigilation times/dates for future opportunities.

13) Invigilators will not sign up to work for a course they are taking (even if a different section) or planning to take as it is a conflict of interest.

14) In extenuating circumstances that invigilators have to cancel their signup for the exam invigilation, they must first delete their signup and notify the instructor and the department's undergrad admin assistant via email as soon as the cancellation decision is made. Failure to do so, or frequent requests to cancel or switch may result in termination.

**I have read and understood the 'Information and Responsibilities for Invigilators.'**

**(Print name): JASRAJ SINGH JOHAL**

**Signature:**



**Date:** 4th September 2023