

Examination Compliance

For any non-compliance issues with examination protocols that are flagged by OIA, a notice will be issued by the Course Director indicating the reasons for the flag. The first and second violations will not result in any grade deductions or penalties. A third violation may result in a penalty of up to 10% deduction of the course grade. These notifications will be kept on internal records by the relevant Senior Associate Dean and are not part of a permanent academic record.

The typical reasons for flagging are:

- Verbalization – students are not allowed to talk during the examinations
- Face not visible – incorrect camera set-up – there is a monitor tab always active in ExamSoft that can be used to monitor what is being recorded and is available at all times during the examination
- Prohibited items – no paper, pencils pens or stylus are allowed during the examinations
- Frequent looking off screen
- Other common problems are lighting, glare and any environmental condition that do not allow the software to monitor the face; students should always test ahead of time to check that their face is lit evenly (not backlit), that their eyes are visible and free from glare, especially if eyeglasses are being worn, by setting up their camera in the place they will be taking the examination with the same lighting conditions and using any software to test the camera recording, e.g. zoom. Students can use the monitor tab during the examination to confirm their face is evenly lit, and that no glare is present on their glasses.