

# Examination Invigilation Policy

Implementation Date  
1 September 2010

Last Revision Date  
03 January 2018

Position(s) Responsible  
Instructors or Invigilator

Authorized by

Campus Director

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## Policy

### Invigilation

All Mid-term, Final and Transport Canada examinations will be invigilated by an instructor or administrative personnel.

Video invigilation may be employed. Students will be advised that the examination room is under video surveillance at all times.

The video will be recorded for future review. .

### Cheating

The following policy will be implemented for all:

1. Transport Canada examinations
2. Industry Canada Examination
3. Mid Term and Final Examination held by WMI

Students shall not bring any of the following electronic equipment into the exam room.

1. Programmable electronic calculators
2. Cell phones of any type. Cell phones brought into the classroom are to be turned off, stored in student's bag and kept away from the exam desk.
3. Miniature or any other type of camera
4. I-Pod or any other receiving device.

Students will not be allowed to leave the examination room during the examination. Except in special circumstances, if a student leaves the room during the examination, they must hand in the examination paper and answer sheets and will not be permitted to return to the examination room.

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Instructors will read the “Notice Regarding Cheating” before every applicable examination.

Any student caught cheating will:

1. immediately be evicted from the examination room and the paper declared “Void”
2. The student will not be eligible to rewrite the examination for thirty (30) days
3. If the student is caught cheating on a second occasion they will be barred from taking further examinations at Western Maritime Institute.
4. Where the examination is a Transport Canada Examination the student’s paper will be marked “Void” and a letter advising Transport Canada, together with the evidence of cheating, will be forwarded to Transport Canada.