

ALGOMA UNIVERSITY COLLEGE—OFFICE OF THE REGISTRAR EXTERNAL and SPECIAL EXAM PROCTORING POLICY

Proctors

1. The Registrar's Office accepts application forms from individuals who wish to become approved exam invigilators/proctors at AUC for Algoma- and other institution-set examinations.
2. A list of approved proctors will be kept by the Registrar.
3. The Registrar's Office will assign a proctor from its approved list for all requests that are deemed reasonable by the Registrar.

Non-Algoma Exams Held on Campus

1. Requests for exams that are to be written *at* Algoma, but which apply to studies being done at or through other institutions, must be approved by the Registrar's Office. No proctoring-arrangements are to be made without the Registrar's prior knowledge and approval.
2. Exams must be forwarded by the educational institution directly to the Registrar's Office; such exams will not be released to anyone other than the assigned proctor.
4. The fees payable to proctors of non-Algoma exams are determined by the external institution sending the exam to the Registrar's Office. The Registrar's Office will not collect a fee for its services in facilitating the process, but will forward the appropriate documentation to the institution so that the appropriate payment to the proctor will be made directly to the proctor on receipt.
5. Exams proctored on campus will be returned by secure means to the originating institution by the Registrar's Office (at the expense of the institution/student writing the exam), as per the agreement made between the two parties.

Algoma University Course Exams

1. Normally exams at Algoma are proctored by the instructor of the class, and all students must write during the scheduled exam time slot.
2. Requests for an exam to be written at a time other than that scheduled by the Records Officer must be submitted to the Registrar's Office in writing, even if the instructor agrees to proctor the exam. Students must pay the current fee upon filing the request for a Special Exam.
3. Instructors unable to attend a scheduled examination for reasons of emergency or illness must notify the Registrar as soon as possible; the Registrar will assign an appropriate, approved proctor and the exam will proceed on schedule (another instructor or a staff member will likely perform the function *gratis* as per past practice).