

IN-PERSON FINAL EXAMINATIONS

Fall 2025

Refresher for instructors, proctors and examination representatives

Prepared by the Office of the Registrar



UNIVERSITY OF
WATERLOO



Instructor roles and responsibilities at on-campus final examinations

Writing in the Physical Activities Complex (PAC)

- Arrive no later than 45 minutes prior to the start of the examination session.
- Provide proof of identification to Presiding Officers and obtain final examination papers.
- Distribute the final examination papers onto desks.
- Answer student questions.
- Collect written papers and take them to W Print for scanning (if applicable).
 - See scanning reminders on page 9.
- Invigilation.

Instructor roles and responsibilities at on-campus final examinations

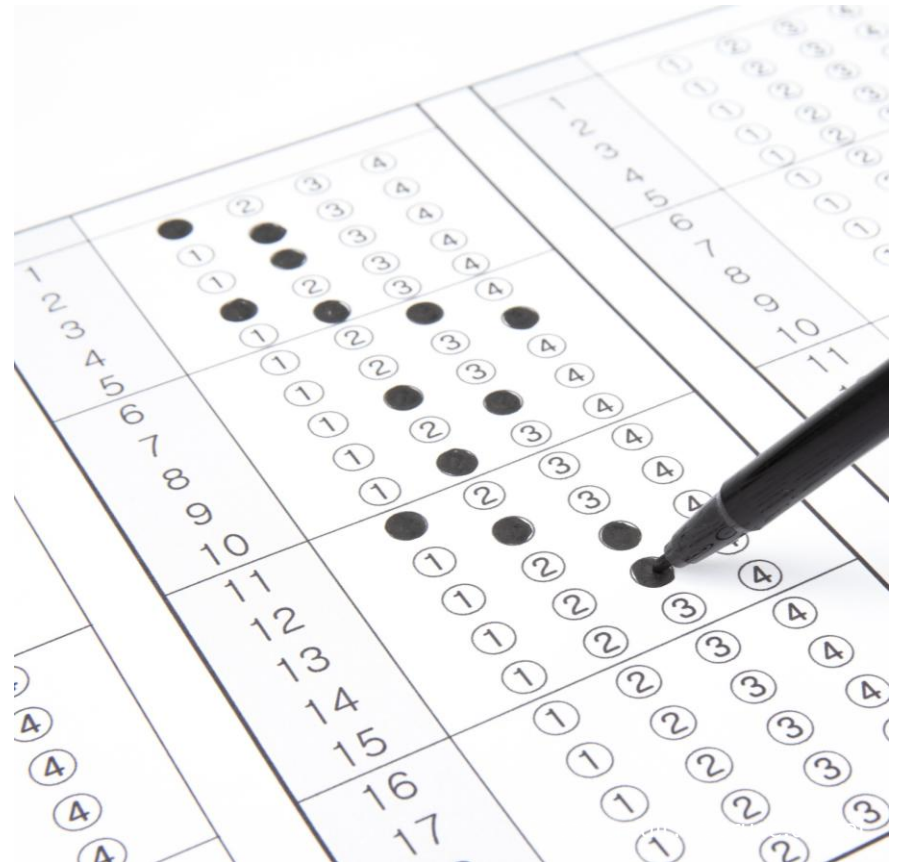
Writing elsewhere on campus

- Arrive at the examination location no later than 45 minutes prior to the start of the examination session.
- 1) If final examinations are administered by the Office of the Registrar (RO), pick up printed final examinations from the Examination Services Office in MC 4043 between 8:30 a.m. and 4 p.m. (or between 6:30 pm and 7:00 pm for 7:30 pm examination sessions) and take them to assigned room(s); proof of identification is required; or 2) if not printed through the RO, bring final examinations to the assigned room(s).
 - Note that WPrint does NOT deliver the examinations to location, you must pick them up from MC 4043
- Distribute the final examination papers onto desks.
- Make any necessary announcements to the students once they are seated.
- Answer student questions.
- Collect written papers and take them to W Print for scanning (if applicable).
 - See scanning reminders on page 9
- Invigilation.
- Handle escalated student situations.
- Handle emergencies (e.g., building alarms).

AUTHORIZED ITEMS

Only those items authorized for use in the final examination are to be on the desk:

- bags, purses, backpacks, cases, etc., are to be closed and placed under the desk;
- all hats, hoodies and caps (except those worn for religious purposes) must be removed and placed under the desk;
- wireless or electronic devices that are capable of receiving, sending, and/or storing course-related information (e.g., cell phone, earphones, smart watch) must be turned off and placed outside the reach of students before the test or examination begins.



FOOD AND DRINK

Food and drink

Food is prohibited, except for water in a clear, label-free bottle. Students can make arrangements for a short nutrition break supervised by a proctor outside the final examination location during the final examination.

To ensure that students do have mobile phones (or other prohibited devices on their person), proctors must ask to see the inside of the student's pockets before leaving the examination location for a supervised break.

If a single short break is not enough, students must register their needs with AccessAbility Services at least three weeks in advance of the final examination date.



RESTROOM BREAKS

Restroom Breaks

Short restroom breaks are permitted but require accompaniment by a proctor.

To ensure students do not have cell phones (or other prohibited devices) on their person, proctors must ask to see the inside of the student's pockets before leaving the examination location for a supervised break.



Violation of academic regulations

Actions and Process

If an academic proctor has reasonable grounds to believe that a violation of academic regulations has occurred, they must immediately:

- collect all evidence,
- give evidence to the presiding officer (if the final examination is held in the Physical Activities Complex (PAC)) or to the course instructor/designate, and
- explain to the alleged offender that the status of their final examination paper is in question.
- The presiding officer or instructor/designate will record the details of the incident, making note of the time and details (e.g., refusal to cooperate). This report will be forwarded to the associate dean.
- In all cases the student must be allowed to complete the examination.

Violation of academic regulations

Authority

The following actions pertain to any suspected violation of academic regulations, regardless of the final examination location.

Where there are reasonable grounds for believing a violation of final examination protocol has occurred, the presiding officer, academic proctor, or course instructor/designate has authority to:

- remove anything on the desk not authorized for use in the test or examination and keep it until the student has completed the test or examination and handed in the booklet, etc., as required. Evidence of cheating may include the collection of answer booklets, but in this event, the student must be provided with new booklets and be allowed to continue writing.
- require the student to move to a seat where the presiding officer, academic proctor, or course instructor/designate can more easily monitor the student.
- ask the student to provide "evidence" where the presiding officer, academic proctor, or course instructor/designate believes that the student has hidden it on their person. Note: If the student refuses, **under no circumstances should the student be physically touched.**

Scanning Reminders

Submitting Examinations for Scanning

All examinations that are submitted to WPrint will be scanned. Do not include examinations in the box with notes that say “do not scan”. Please do not submit blank examinations to WPrint.

Reminders for your students

For Crowdmark examinations, students must write with pencils that are dark enough for scanning. Number 2 pencils are a great option. Examinations that are written too lightly for the scanners to capture will need to be picked up from WPrint and marked by hand.

Reminders for your proctors

Neatly stacked examination papers with the staples all on the top left and QR codes facing the same direction saves WPrint a tremendous amount of time. Please remind the proctors to take care with the way the exams are stacked for scanning. Ensuring these things will help WPrint scan and upload the examinations faster, so you can start grading sooner!

In-person Online Course Examinations

Information for Instructors, Examination Reps and Proctors

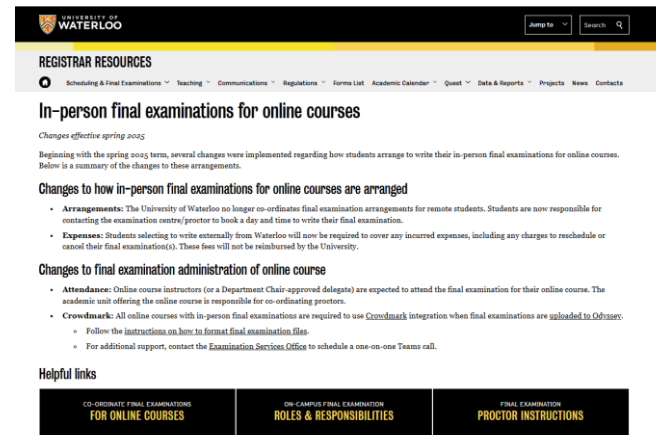
Use the following link to sign-in to the Registrar's Resource page:

<https://uwaterloo.ca/registrar-resources/user/login>

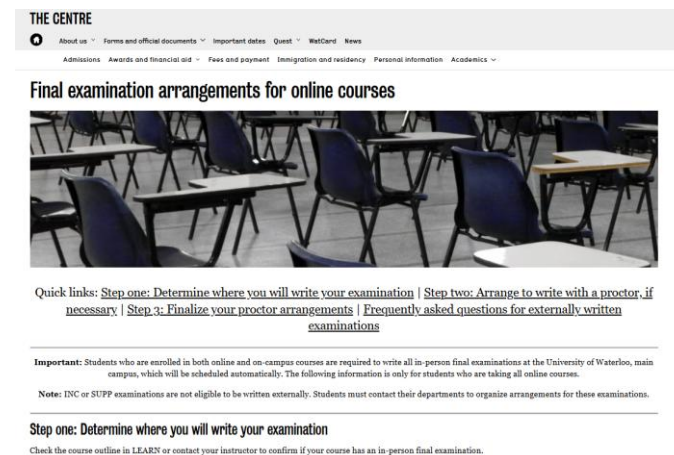
Once logged in, head to the [In-person final examinations for online courses](#) page.

Information for Students

Students should be directed to the [Final examination arrangements for online courses](#) page on The Centre's website.

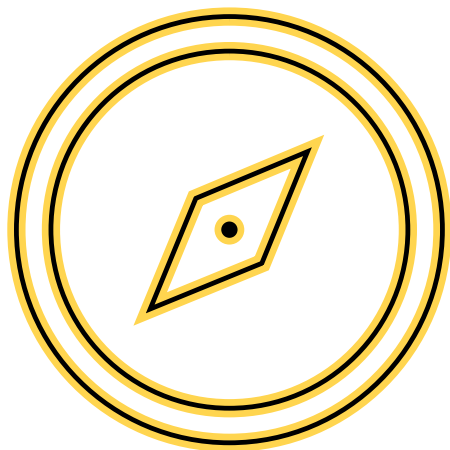


The screenshot shows the 'REGISTRAR RESOURCES' page. The main heading is 'In-person final examinations for online courses'. Below this, it states 'Changes effective spring 2025' and provides a summary of changes. It then details 'Changes to how in-person final examinations for online courses are arranged' with bullet points for Arrangements, Expenses, and Crowdmart. A section for 'Changes to final examination administration of online course' includes bullet points for Attendance and Crowdmart. At the bottom, there are three buttons: 'CO-CAMPUS FINAL EXAMINATIONS FOR ONLINE COURSES', 'ON-CAMPUS FINAL EXAMINATIONS ROLES & RESPONSIBILITIES', and 'FINAL EXAMINATION PROCTOR INSTRUCTIONS'.



The screenshot shows the 'Final examination arrangements for online courses' page. It features a header 'THE CENTRE' with navigation links. The main heading is 'Final examination arrangements for online courses'. Below this is a photograph of a lecture hall with blue chairs and desks. Under the photo, there are 'Quick links' for Step one, Step two, and Step three. An 'Important' note states that students enrolled in both online and on-campus courses must write all in-person final examinations at the University of Waterloo. A 'Note' mentions that DVC or SUPP examinations are not eligible for external writing. The 'Step one: Determine where you will write your examination' section includes a link to check the course outline in LEARN.

Proctor resources



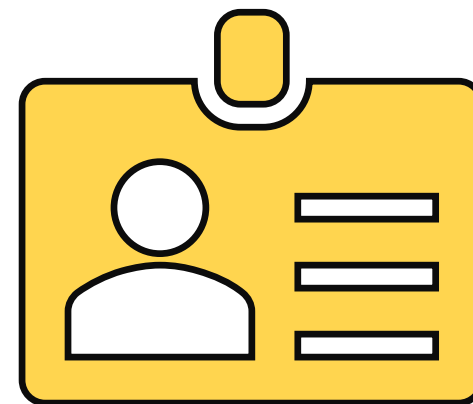
Proctor Guidelines

https://uwaterloo.ca/registrar-resources/sites/default/files/uploads/documents/exam-procedures-manual-for-academic-proctors_july2025.pdf



Proctor Checklist

https://uwaterloo.ca/registrar-resources/sites/default/files/uploads/documents/academic-proctors-checklist_2023_1.pdf



Interim ID Form

https://uwaterloo.ca/registrar-resources/sites/default/files/uploads/documents/interim_identification_form-july_2018.pdf

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Thank you for doing your part to ensure a fair final examination experience for all students which prioritizes academic integrity!