

Examination Rules – Program of Studies

POLICY

The CICBV has course examinations in its Program of Studies. In this regard, keeping in mind the importance of fairness and maintaining high academic standards as well as the responsibility of all Registered Students (hereafter collectively referred to as “students”) to abide by the CICBV’s Code of Ethics, the CICBV has established the following rules and policies pertaining to the writing of examinations:

1. Students will write their examination online and will be proctored by a remote, live online proctor. The online proctor will monitor the student and their screen via the webcam and microphone on the student’s computer. The student’s exam will be recorded (video and audio) by Examity, and may be retrieved and analyzed by CICBV, solely for the purpose of ensuring the integrity of the exams. Details regarding the online exam registration, writing, and submission process are included in the Examity Student User Guide document¹.
2. The cost of online writing is included in the student’s course fees; however, if a student completes their exam profile after the deadline, the student will be responsible for the payment of a late fee to Examity. The student must pay the late fee before they are able to write their exam.
3. Students will write their exams in an examination writing area (i.e., location) of their choice. The onus is on the student to secure their own examination writing area which meets the following requirements:
 - a. In the time zone they selected upon registering with Examity (see the Examity Student User Guide document for more details), and
 - b. In a private area (e.g., in a room with a closed door), free from distractions, and free of anything which could be considered an aid to the student (e.g., books, papers, etc.). If the student is unable to secure a room with a closed door, the student must be sitting with their back to the entrance to the room, such that their webcam is pointed at the student as well as the entrance to the room.
4. Students will write their examination using a desktop or laptop computer (having access to the internet), secured by the student. Students are obligated to ensure that their computer is properly functioning prior to writing their exam. The onus is on the student to ensure that they secure a computer which meets the following requirements:
 - a. Tablets are not permitted, and only 1 monitor is permitted,
 - b. Webcam, speakers, and microphone (built-in or external),

¹ Document can be found on each course’s Moodle page as well as at this link: <https://cicbv.ca/examwriting/>

- c. Connection to a network with sufficient internet speed: at least 2 Mbps download speed and 2 Mbps upload,
 - d. Operating system of Windows XP or Mac OS X 10.8 (Mountain Lion) (or newer)
 - e. Internet browser (Google Chrome v39 or newer, Mozilla Firefox v34 or newer, Internet Explorer v8 or newer, Microsoft Edge, Apple Safari v6 or newer) with the pop-up blocker disabled for the duration of the exam, and
 - f. Microsoft Excel (or a program that can open and export Excel files).
5. Students may have the following items in their examination writing area while writing their exam:
- Desktop or laptop computer.
 - One monitor in total. A student writing using a laptop computer may not use another monitor.
 - External keyboard. A student writing using a laptop computer may use an external keyboard.
 - External mouse. A student writing using a laptop computer may use an external mouse.
 - Pens and pencils.
 - 3 loose pages of blank paper for making notes, provided it is 8 ½ x 11 white paper (i.e., printer paper). The online proctor will ask to examine the paper to ensure it is blank.
 - Non-alcoholic beverages and food.
 - Calculators, provided they are silent with single-line or two-line display, incapable of alpha storage. (Note: This means that all calculators with an alpha button will not be allowed). A calculator that does not meet the above standard is not acceptable for use. The online proctor will ask to examine the calculator to ensure it is acceptable.
 - Mobile phone – face down, data off, set to vibrate for phone calls only.
 - ONE copy of the examination question materials, printed from Moodle (see the Examiity Student User Guide document for more details).
6. The student may print ONE copy of the examination question materials from Moodle *only if* the online proctor can monitor the student printing the document and picking up the examination question materials from the printer. For instance:
- There is a printer in the room in which the student is writing the exam, or
 - The printer is outside the room in which the student is writing the exam, but is clearly visible to the online proctor via the student's webcam (e.g. in a hallway outside the examination writing area), or
 - The student carries the laptop (with the webcam attached) to the printer while they pick up the examination question materials.
- The time spent by the student printing and picking up the examination question materials is not included in the time the student has to write the exam. The online proctor will ask to examine the printed materials.
7. Students are not permitted to have the following items on their writing surface or on their person while writing their exam:
- Wireless (i.e., Bluetooth) computer accessories, other than those noted above
 - Electronic data storage devices such as USB keys
8. All bags, papers, books, and personal belongings are to be kept out of the student's eyesight, as deemed appropriate by the online proctor, at all times.

9. All mobile phones, communication or other media devices must be face down and must be turned to vibrate for phone calls only.
10. The identity of any student who continues to type after the time for the writing the examination has elapsed, will be noted and reported by the online proctor to CICBV. In such circumstances the student's examination may be disqualified.
11. Students are not permitted to ask questions of the online proctor regarding an examination question.
12. All examinations are closed book examinations and students are not permitted to use reference materials other than as provided in the examination question materials.
13. Students may obtain the online proctor's permission to leave the examination writing area for one washroom break that is not to exceed 5 minutes. The student must leave all their belongings in the examination writing area during their washroom break. Absences from the room will be recorded.
14. In the event that a student's examination writing area is not appropriate (based on the assessment of the online proctor), or in the event that technical issues prevent a student from beginning their examination, the online proctor may delay the examination and allow the student to rectify such issues. The rectification of such issues will not be included in the student's allotted writing time (normally 2.5 hours for course exams), but if such issues cannot be rectified within 30 minutes after the scheduled start of the examination, the online proctor may (at their discretion) cancel the student's examination, and the student will not be able to reschedule their examination.
15. In the event that a student is disconnected from the internet while writing their exam, the online proctor will contact the student using the contact information on the student's Examity dashboard. Once the student is aware that they are disconnected from the internet, the student will not continue to write their exam. After the student is reconnected to the internet and re-establishes their webcam and microphone connection with Examity, the student will recommence writing. The student will be given additional time equal to the time lost while disconnected, up to a maximum time of 30 minutes. The time at which the student was disconnected, and the work which was done by the student up to the time they were disconnected, will be captured by Examity. If the student cannot reconnect to the internet and re-establish their webcam and microphone connection with Examity within 30 minutes of losing their internet connection, the online proctor (at their discretion) may cancel the student's exam, and the student will not be able to reschedule their examination.
16. In the event of a potential infraction with any of the above rules (or with any other rules communicated by the CICBV and/or Examity) during the exam writing, Examity will flag the incident for review by CICBV and York, the student will be allowed to continue to write their exam.
17. Examity will provide the CICBV and York University with a summary of potential infractions, which will include a time-stamped video and audio recording of the student writing their examination, for the sole purpose of the CICBV and York University reviewing such recordings to determine whether the student has violated these examination rules or has otherwise cheated.
18. Any student who, in the sole discretion of the President of the CICBV, is found to have violated these examination rules, or who has otherwise been found to have cheated, may have their examination disqualified. Such violation or action will be a consideration with respect to any application that such student may make for Membership in the CICBV.

Board of Directors
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