

In-Person and Online Testing Procedures

Preparing Tests:

- ✓ Whenever possible, create new tests each semester. If creating entirely new tests is not feasible, at least incorporate new items or modify the existing content to reduce the chance of student gaining an unfair advantage.
- ✓ Some faculty members opt to create multiple versions of a test. You can maintain the same questions across the forms, but either present the questions in a different order or vary the order of the response choices.
- ✓ For tests involving calculations, adjust the numerical values within the same question on different forms to ensure that the answers are different.

Booking an Invigilator:

If you require an invigilator for a class, you'll need to book your own room for invigilation. Email the campus location where you require invigilation assistance to book a room:

- Haileybury Campus: libraryh@northern.on.ca
- Kirkland Lake Campus: libraryk@northern.on.ca
- Moosonee Campus: wynneb@northern.on.ca; cc Campus Manager Willard Small, smallw@northern.on.ca
- Timmins Campus: tcfacilities@northern.on.ca

You will need to provide the following information:

- The date
- The desired time frame
- Number of students
- Course name

Complete the [Class Invigilation Request Form](#). Submit your request as early as possible and allow ample time for processing. You will receive a confirmation email when your request has been processed.

NOTE: If you currently have classroom support with one of our Learning Support individuals, do not complete the invigilation request form. Your classroom support will be assisting with your assessment. If you require additional support, please complete the form.

If you have questions, please email LEID – LEID@northern.on.ca

Invigilation requests for individual students will be offered through our library team for one or two students. Complete the [Invigilation Request Form](#) and email it to your designated campus library.

Haileybury Campus – libraryh@northern.on.ca

Kirkland Lake Campus – libraryk@northern.on.ca

Timmins Campus – libraryt@northern.on.ca

Please submit your request as early as possible and allow ample time for processing. You will receive a confirmation email when your request has been processed.

Preparing your Classroom:

- ✓ Oral and written instructions regarding testing procedures must be provided to students in advance and again at the time of testing.
- ✓ Determine ahead of time if tests will be placed on desks/tables before students arrive or distributed after they are seated. If tests are placed on desks in advance, instruct students to wait outside the doors until permitted to enter.
- ✓ In cases where late arrivals are permitted, reserve seats near the entrance to minimize disruptions, or in advance inform student no late arrivals will be accepted.
- ✓ Inform students in advance about specific items allowed at their desks/tables during the test.
They may include:
 - Student ID
 - Writing materials: Specify if only certain types are allowed.
 - Water: In clear or coloured bottles without labels.
 - Calculators: Basic or scientific (be specific about the type).
 - Authorized resources: Textbooks, memory aids, or formula sheets (if permitted).

Starting the Test:

- ✓ Instruct students to leave all belongings at the front or back of the room upon entering. This includes phones, smartwatches, headphones, and any other unauthorized items.
- ✓ Ask the students to show that their wrists are free of writing or watches.
- ✓ Request students to remove hats.
- ✓ If necessary, ask students to show their ears to confirm they are free of headphone devices.
- ✓ Take attendance using students' college IDs to ensure that their names and student numbers match your class list.
- ✓ Decide in advance how to handle students who forget or refuse to provide their ID.
- ✓ Give students a final reminder to place extra items in the designated spot before the test begins. Encourage them to check their pockets and wrists for any forgotten items.
- ✓ Remind students of all test rules, and ensure these instructions are posted for reference (on a whiteboard or on a PowerPoint Slide). Key points include:
 - How to get your attention for assistance during the test. E.g. Raise their hand.
 - Procedures for using the washroom during the test.
 - Instructions for handing in the test when completed and whether they can leave once finished.
 - Inform students that you and/or the invigilator may ask them to move during the test and that they should do so quietly and without question.
 - Remind students that no photos of the test may be taken before or after the test.

Invigilating your Test:

MONITOR – Walk through the room at irregular intervals/patterns to effectively monitor students.

- ✓ Ear Pieces
 - Hoods and hats may be used to conceal ear pieces.
 - Students sitting idle might be waiting for answers to be relayed; idleness followed by quick bursts of writing could indicate ear piece use.
 - Holding a hand over their ear or an object (like a pen) to their ear may signal unauthorized technology.

- ✓ Wearable Tech
 - Smartwatches come in various shapes and sizes and should be removed in advance.
- ✓ Programmable Devices
 - Inspect student devices where calculators are permitted to ensure they are not using calculator-like programmable devices.
- ✓ Communication
 - Watch for both verbal and non-verbal communication.
- ✓ Movements
 - A student's eye or body movements may indicate they are looking at another paper or unauthorized material.
 - Quickly flipping through the test or holding it upright or at an angle may suggest coordinated cheating or someone taking photos of the test.

RESPONDING TO SUSPECTED BREACHES

Addressing Concerns

- ✓ Avoid causing additional distraction when addressing concerns with students in the room.
- ✓ Approach the student(s) and note the observed concern:
 - If the issue can be resolved immediately (e.g., a phone is out but hasn't been used), address it promptly (e.g., remove the phone).
 - If cheating behaviour is confirmed or definitively observed, collect the test from the student, note the time it was taken, and request that the student leave the room.
 - File the appropriate academic integrity violation form (faculty) or report to faculty (invigilators), faculty are responsible for submitting the academic integrity violation form.

Common Cheating Behaviours:

There are many forms of Academic Misconduct during a test:

- ✓ Impersonation
 - Taking a test on behalf of a classmate or another individual.
- ✓ Unauthorized Consultation
 - Consulting unauthorized notes hidden in sleeves, pant legs, pockets, or around water bottles.
 - Copying from a nearby student's paper.
 - Consulting a hidden device.
- ✓ Unauthorized Communication
 - Talking to peers during the test.
 - Using hand or body signals or gestures.
 - Utilizing earpieces or pinhole cameras concealed in items like pens or jewelry.

Online Testing:

Enforcing test integrity with Respondus.

- ✓ Respondus Tools
 - Respondus LockDown Browser is a tool that puts a computer's browser into "lockdown" mode, allowing access only to specific websites.

- Respondus monitor uses a computer's webcam to record students' movements and actions during an online test.
- ✓ Considerations for Online Tests
 - When assigning online tests, note that private testing spaces on campus are limited. Most study rooms are designated for group work and are heavily utilized throughout the year.
- ✓ Support and Resources
 - Information on using both Respondus tools is provided by the Information Technology Team and Learning Excellence and Innovation Department (LEID). Links to their resources are included here:
[How to Set Up LockDown Browser](#)
[Respondus LockDown Browser & Monitor](#)
[Respondus LockDown Browser – Student Perspective](#)
[LockDown Browser – Checking the Dashboard](#)

Additional Resources:

[IT Support](#) Website – ITHelp@northern.on.ca or call 705-235-3211 ext. 7000.

[LEID](#) Website – leid@northern.on.ca

[Library](#) Website

[Academic Integrity](#) Website

[Academic Integrity Policy](#)

[Academic Integrity Procedure](#)