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## The Office of the University Registrar Tip Sheet

### Official Examination Periods at the Aviva Centre

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The Centre of Excellence examination site is located behind the main Tennis Canada building and the main entrance to the Centre of Excellence is located on the south side of the building.

#### **Parking at the Aviva Centre for Course Instructors/Directors/Teaching Assistants**

##### **PARKING PASSES ARE NOT REQUIRED**

**ONLY** course instructors/directors/teaching assistants who have exams scheduled at the Centre of Excellence will have complimentary parking available on the west side of the Aviva Centre **for the duration of the exam.**

#### **Responsibilities of the Course Instructor or Director**

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**The course instructors/director/TAs must arrive a minimum of 45 minutes prior to the start of an examination to ensure that the exam begins at the posted time.**

Course instructors/director/TAs are responsible for the following:

- Providing accurate duration times prior to the finalization of the examination schedule.
- Providing adequate support by TAs and invigilator staff.
- Delivering the exam papers to the Aviva Centre.
- Distribution of exam materials (i.e. exam papers, booklets, scanning sheets)
- Student sign in (i.e. identification check, signing of exam sign in sheet)
- Course instructors may make brief specific announcements they would like to make to their students prior to the start of the exam.
- Actively monitoring students throughout the duration of the exam.
- Notifying the Office of the University Registrar staff if there is a medical emergency, who will contact Tennis Canada (Aviva Centre) staff/security or, if necessary, call 911.

#### **Examination Booklets**

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The Registrar's Office has made arrangements for examination booklets to be available onsite, therefore it is not necessary to bring examination booklets to Tennis Canada (Aviva Centre).

**Note:** Scantron sheets will NOT be provided by the Registrar's Office.

## Responsibility of The Office of the University Registrar Onsite Staff

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The Office of the University Registrar will provide onsite staff to assist with the following:

- Set up of the exam room with signage for assigned rows.
- If more than one course/section exam is scheduled for the same day/time in this location, the Office of the University Registrar will post signage advising of row assignments for each exam.
- Announcing the official start of the examination(s), the rules and regulations, time remaining and the end of the exam.
- Working with Tennis Canada staff, address any reported concerns regarding the facility i.e. temperature, noise level.
- Admitting and seating of students into the exam room.
- Assisting with the distribution of examination materials (**only if requested by the chief invigilator**).

### Official Start of Exams

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- Students will be permitted to enter the exam room a **minimum of 20 minutes** prior to the start of each examination period. Sheltered space on the Aviva grounds will be provided for students who arrive more than 20 minutes prior to the start of an exam and signage will be posted to direct students to this space.
- Course instructors will be asked if they have any specific announcements they would like to make to their students prior to the start of the exam.
- Students may not leave their seat during the first 15 minutes of the examination.
- Students may not leave the exam room during the first 30 minutes of the examination.
- Students may not leave the exam room during the last 15 minutes of the examination.

### Students who arrive late

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- Students who arrive late (within the first 30 minutes of an exam) will be permitted to enter the exam room and will be advised to speak to the course instructor/director/TA regarding seating.
- Students who arrive at the exam room within the first half hour of the start of the exam will **NOT** be permitted extra time to complete the exam.
- Students who arrive later than 30 minutes after the start of the exam may not be admitted to the exam hall without the permission of the chief invigilator. Late students applying for deferred standing - it is the student's responsibility to meet with the professor to, after the exam, arrange, where possible, a rescheduled exam.

### Washroom Breaks

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- In the Aviva Center, **washroom facilities are located within the exam room** at the north east corner.
- **All students are to be accompanied to the washroom.**
- **Students are not permitted to take personal belongings into the washrooms. All belongings must be left at their desk prior to leaving their seat.**
- If a student takes more than the general expected time in the washroom, check on the student to make sure they are OK. If the student is of the opposite gender, the invigilator may ask another invigilator of the appropriate gender to check on the student.

