



## NOVA SCOTIA BARRISTERS' SOCIETY

### POLICY ON INVIGILATION OF THE BAR EXAMINATION

#### **1.1 Equal Conditions**

**1.1.1** In order to ensure fairness in the process, all applicants writing the examination should, so far as that is possible, write under the same conditions. The Society has developed procedures to be followed by all invigilators, whether at the Bar Admission Course offices in Halifax or elsewhere.

#### **Appropriate Location**

**1.1.2** Applicants should write the examination in an area set aside for that purpose where regular office routine and meetings will not disrupt them.

#### **Enforcement of Time Limits**

**1.1.3** The time limits of the examination should be strictly followed. This applies to the start of the examination session as well as to the end.

#### **Materials Allowed In Examination Room**

**1.1.4** No materials other than writing implements may be brought into the examination room, unless the applicant is governed by the Policy on Use of Language Dictionary.

#### **Conduct Prior to Exam Start Time**

**1.1.5** Once applicants enter the examination room, they may not talk to other applicants, in order to avoid disrupting applicants writing on accommodated time schedules,

#### **Conduct During the Exam**

**1.1.6** Applicants may be permitted to leave the examination room as needed, but should be aware that time is still running. Applicants must not talk with others during the examination period, nor refer to any material.

#### **Self Identification Prohibited**

**1.1.7** At the start of an examination period, the applicants should be told to write their I.D. Number (**not their name**) on the front and back of each examination question and on the outside of the envelope.

#### **All Paper to be Turned In**

**1.1.8** At the end of each examination period, the applicants hand in the three examination questions and the scrap paper provided to the applicants during the examination.

#### **2.1 Writing Outside of Halifax**

**2.1.1** For those writing outside of Halifax, at the end of the last examination day, the invigilator will make a copy of all the exams and send the original material, handed in by the applicant, to the Bar Admission Course offices to the attention of the Administrator, Education & Credentials marked "Confidential."

#### **Examination papers sent by courier**

**2.1.2** For security reasons, the envelopes should be sent by courier or Priority Post (Canada Post).

#### **Copy of Examination Kept Until Receipt Confirmed**

**2.1.3** The invigilator must keep a copy of the examination papers containing student answers as a back-up in the event that the envelopes are lost in transit; however, once the Bar Admission Course has notified the invigilator that the envelope has been received, the back-up copies must be destroyed.

**Reimbursement for Invigilators**

**2.1.4** Invigilators may send an invoice for courier and photocopying costs to the Bar Admission Course if they desire reimbursement, and should include the invoice with the examination package.

**Off-site Questions During Exam**

**2.1.5** If an applicant writing off-site has questions concerning an examination question, the applicant should be advised to answer the question to the best of his/her ability. The invigilator should note the question and forward it with the Bar Examination to the Bar Admission Course offices.

*Approved by the Credentials Committee – October 31, 2008*

*Revised by the Credentials Committee – December 10, 2009*

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