

These invigilators are drawn from the junior staff, i.e., from Professors not on the Faculty, Lecturers and Demonstrators. The duty of these men is to be present throughout the examination allotted to them, see that there is no copying and so forth.

Though the Molson Hall will hold 214, only 107 men taking one and the same paper can be seated in it, if copying is to be guarded against. To fill the Molson Hall and prevent too much overflow into other rooms, it is necessary to examine carefully the lists of all the classes taking examinations at any one time and arrange so that the Molson Hall shall be well filled. It is the aim of the Chief Invigilator to place in one room all the men taking one and the same paper.

The Chief Invigilator has to prepare seating lists in duplicate for each examination, one copy being retained by the Chief Invigilator and the other placed on the notice board. With such a list it is possible to ascertain absences immediately.

For the carrying out of such a plan the Chief Invigilator should be informed, well in advance, of every examination proposed to be held. On the whole the Staff provided this information, but a few small classes turned up without any previous warning having been given to the office.

The lists of names handed in by the Professors were not as accurate as they should have been; luckily the seating arrangements had been made sufficiently elastic to meet these demands.

The duties of the Chief Invigilator in the examinations period (e.g. Jan. 18 to 22) are (1) to get the papers from Dr. Nicholson, (2) to hand over papers to the persons conducting examinations in rooms other than the Molson Hall, (3) to help in the distribution of papers in the Molson Hall, (4) to mark (after half an hour has elapsed) the attendances and take signed copies of the examination papers, with any necessary corrections marked on them, to the Registrar's office. The Chief Invigilator is supposed to be on hand during the first half hour and the last half hour of each examination, morning and afternoon. He is not supposed to be responsible directly for watching against copying. At the end of each examination his duty is to superintend the giving up of the papers, to count, seal and address these papers to the examiners concerned.

His duties require him also to go several times to the Royal Victoria College.