

To be brought to notice about April 10

McGILL UNIVERSITY

MONTREAL.

Arts general

FACULTY OF ARTS.  
OFFICE OF THE DEAN.

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February 23rd, 1921.

Sir Arthur Currie,  
Principal,  
McGill University.

Dear Mr. Principal,

The following report as to the conduct of examinations in the Arts Faculty will give you an idea of the machinery and requirements.

The Mid-Year Examinations began on Tuesday, Jan. 18th, and lasted (morning 3 hours and afternoon 3 hours each day) till Saturday, Jan. 22nd.

The Dean's Office and the Head Invigilator.

✓ Lists of candidates for all examinations had to be sent into the office by the Staff about a week beforehand. The Professors and Lecturers are responsible for the correctness of these lists. After these returns have come in a considerable amount of time-table work has to be done to avoid any possibility of a student being called on to take two papers at the same time. The Head Invigilator and the office share in this part of the work.

The maximum number of men students examined at one time was 267. To accommodate these the main reliance was placed on the Molson Hall. This room was vacated by the Physical Education Department on Thursday evening, allowing Friday to Monday for necessary arrangements to be made in respect to seating. Previously blue prints of the seating plan had been made. After the Molson Hall became available 214 desks were placed in the room according to the plan, and numbered. Proper gangways for invigilators had to be provided, the seats numbered and rows lettered. In the meanwhile a list of invigilators was sent out telling each man when and where he was to superintend his allotted examinations.