

EXAMINATION POLICY

EFFECTIVE DATE January 1, 2014

RESPONSIBILITY FOR IMPLEMENTATION Dean of Student Experience,
Dean, School of Health, Wellness and
Career Studies,
Dean, School of Arts, Science and
Upgrading, and
Dean, School of Trades, Agriculture and
Environment with the assistance of
Department Chairs

CROSS-REFERENCED POLICIES Grading Policy, Student Misconduct: Plagiarism and Cheating, Athletic Team Travel, Students Rights and Responsibilities, and Process for Resolution of Academic Grievances, and Academic Council Authority and Bylaws: Function and Responsibilities #6

POLICY STATEMENT

Examinations are a key component in the grades assigned to students as a measure of academic success and preparation for more advanced study in accordance with transfer agreements. To this end, a period is set out in the Academic Schedule for examinations and will be used unless an exemption is granted.

PREAMBLE

Instructors determine course requirements, evaluation procedures and the frequency of evaluation within the guidelines set for the course and approved by the Department.

DEFINITIONS

Examinations are end-of-term testing scheduled during the examination period. Examinations may include mid-term testing in full year courses. When course requirements include examinations as defined, course outlines will inform students of this detail.

Examination Period refers to the days set out in the Academic Schedule for examinations. The examination period is scheduled after classes are completed. No required class activities may be scheduled during the examination period.

PROCEDURES/RULES STATEMENT

1. All final exams will be held during exam week according to the examination schedule.
2. Examination Schedule
 - 2.1 Departments will submit to the Office of the Registrar a list of courses for which examinations will be scheduled during the examination period set out in each semester. This will be submitted to the Office of the Registrar by September 15th for the fall semester and by January 15th for the winter semester.
 - 2.2 Requests for special scheduling during the examination period from students or instructors will normally be prioritized by the Department and submitted to the Registrar's Office for scheduling consideration. Special examination scheduling requests may require approval of the Vice-President Academic.
 - 2.3 The office of the Registrar is responsible for scheduling examinations during the established examination period.
 - 2.4 The Registrar's Office will prepare an examination schedule that minimizes the number of students writing back-to-back examinations and eliminates conflicts (concurrent scheduling) in examination times. An evening examination followed by a morning examination on the next day is not considered to be back-to-back examination.
 - 2.5 The Registrar's Office will publish the examination schedule for the fall semester examination period by November 1 and for the winter semester examination period by March 1.
3. All university transfer courses will have a final exam worth at least 30 % of the final mark for the course.
 - 3.1 Any exemption to the final exam requirement needs to have the proposed course outline approved in writing by the Department and the receiving institutions prior to the start of the semester in which the course is being taught.

4. Examination Exemptions

- 4.1 All non-university transfer courses are assumed to have a written final exam, held during the exam week, unless the examination exemption has been approved by the department.
- 4.2 In exempting a course from an examination, Department Chairs will ensure that
 - 4.2.1 The course timelines are using the full academic term to maximize instructional advantage.
 - 4.2.2 The course timelines do not create undue hardship for students in the last week of classes in each semester. (i.e. Written or oral testing worth twenty percent (20%) or more will not be given in the last week of class)
- 4.3 An exemption granted to a course will normally be held to cover all sections of the same course, regardless of the instructor. If the circumstances are unusual, the Department may authorize an individual exemption.
- 4.4 Practicum and clinical courses.
- 4.5 Classes not fitting within the standard semester block (e.g. Trades and Nursing).
- 4.6 Department Chairs will submit a list of course exemptions to the Dean for annual review.

5. Department Examination Requirements

- 5.1 Wherein Departments set out expectations for examinations, those expectations (policies) will be considered appendices to this Examination Policy.

6. Debarred from Examinations

- 6.1 On the advice of the instructor concerned and with the concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are specified in the course outline and when the student's absences exceed the specified attendance requirements.

- 6.2 Students debarred from an examination on the basis of attendance will be given a grade of Fail (F) for the examination.

7. Deferred Examinations

- 7.1 Deferred examinations may be granted when an examination has been missed or interrupted during writing because of:

- 7.1.1 illness, or
- 7.1.2 domestic problems, or
- 7.1.3 a conflict with religious beliefs.

In cases of illness, medical documentation may be required.

- 7.2 To be considered for a deferred examination, students must notify the Registrar's Office within forty-eight (48) hours (before or after) of the scheduled examination time of any missed or interrupted examinations.
- 7.3 A deferral will not be granted for an interrupted examination if the instructor was not notified during the examination of the need for an interruption.
- 7.4 Deferred examinations must be completed within twenty (20) days of the end of the examination period. The deadline for writing deferred examinations will be declared in the Academic Schedule.
- 7.5 Students who complete a deferred examination will have their transcripts updated with the grade symbol "M".
- 7.6 Students who fail to report for a scheduled examination and who do not qualify for deferred examination will receive a grade of Fail (F) for the missed examination.

8. Repeat Final Examinations

- 8.1 Students will be granted opportunity for a repeat examination when the following conditions have been met.

The student has written the final examination in the course;

AND the final examination is worth forty percent (40%) or more of the final course grade;

AND the student has achieved a passing average on all other work in the course;

AND the grade of a final examination lowers a student's grade by three letter grade increments (i.e. A- to B-); or the grade on a final examination results in a failing grade in the course.

- 8.2 To be eligible for a repeat final examination, students must indicate their interest by applying to the course instructor for the repeat final examination.
 - 8.3 Instructors will determine the eligibility of a student to write a repeat final examination based upon the above criteria.
 - 8.4 Completed "Applications for Repeat Final Examinations", including instructor's approval and signature, must be submitted to the Registrar's Office with applicable payment within fifteen (15) business days of the end of the scheduled examination period.
 - 8.5 Repeat examinations must be completed within five (5) instructional days following the application deadline. The deadlines for application and completion of repeat final examinations will be detailed in the Academic Schedule.
 - 8.6 The grade on the repeat final examination replaces the grade on the final examination. A final grade based on the repeat examination will be coded "G" on the student transcript.
 - 8.7 Instructors are not obliged to offer repeat final examination opportunities when students have not met the criteria listed; however, instructors in consultation with department chairs do reserve the right to offer repeat final examination opportunities exceptional to this policy.
9. Examination Procedures
- 9.1 Students are required to sign in for all examinations and may be required to present their student identification card.
 - 9.2 The examination schedule will provide three-hour periods in which examinations are to be written. Examination test papers will specify the time allotted for the examination.
 - 9.3 Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for an examination. Normally, students will not be permitted to leave within the first half hour of the examination.

- 9.4 Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor.
 - 9.5 Students who leave the examination for any reason unacceptable to the instructor must hand in all examination materials and it will be assumed that the examination is completed.
 - 9.6 Instructors are expected to take reasonable precautions to prevent cheating and disruptions during examinations.
 - 9.7 Electronic, recording or transmitting devices (i.e. cell phones, I Pods, Blackberries, MP3 players, calculators, etc.) will normally be disallowed during a final exam unless specific permission from the instructor has been granted.
 - 9.8 All grades must be submitted electronically to the Registrar's office five (5) days after final exams or the last day of classes.
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