



**GRADUATE STUDIES COMMITTEE AND
CURRICULUM AND PROGRAM REVIEW COMMITTEE
JOINT REPORT**

*Report to Academic Council
at its meeting of January 17, 2017*

FOR ACTION

1. Examination and Grading Policy

The Graduate Studies and Curriculum and Program Review Committees recommend:
That Academic Council approve the Examination and Grading Policy as presented.

Rationale

The committees recommend the approval of the Examination and Grading Policy. The policy applies to all In-Term Course Work and Examinations, the submission and release of final grades. The policy does not apply to PhD candidacy exams, master's and doctoral thesis defense examinations, and supplemental examinations. These will remain in the appropriate calendar.

Originally there were a number of different documents addressing assessment dispersed in a variety of locations. Through consultation, a single policy has been developed to ensure consistency. The vast majority of this policy has existed in other approved documents. The new pieces include:

- in-term course work and examinations (midterms) rather than a focus on final exams;
- a statement on take home examinations; and
- an expanded description of grounds for accommodations.

The procedures and protocols have been removed from the calendar and placed in associated documents. Two procedures that garnered the most discussion but were not altered are:

- grading deadlines – the practice of grades being due five calendar days after the last exam has been in place for a number of years. In March 2015 the general guidelines were revised and sent to Academic Council based on the fall break. There were discussions on the appropriateness of this time (especially in the fall term). The biggest concern surrounded those with larger assessment needs. The practice has been for the faculty to work with the scheduling office to place these earlier in the timetable while ensuring conflict free. The registrar will work closer with deans on this.
- Academic Staff Responsibilities with Regard to Students states “The total value of any tests or examinations given in the last five days of classes in a semester must be no more than 15 per cent of the final mark for the course. Students who are asked to write tests or examinations in contravention of this provision may refuse to do so without academic penalty. They also have the right to raise the matter with the dean of the Faculty in which the course is offered.” The clarity required was that this does not include coursework given out in the syllabus (ie term paper) being due but rather is to stop scheduling of major tests.

FOR INFORMATION

The committees also approved the following two associated procedures:

1. Procedures for Accommodation of Missed In-Term Course Work and Examinations.
2. Procedures for Final Examination Administration