

## ACADEMIC COUNCIL REPORT

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**SESSION:**

Public  
Non-Public

  

**ACTION REQUESTED:**

Decision  
Discussion/Direction  
Information

  
  

**TO:** Academic Council

**DATE:** February 26, 2019

**FROM:** Niall O'Halloran, Policy and Compliance Advisor

**SUBJECT:** Written Policy Instrument Consultation Opportunity

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**ACADEMIC COUNCIL MANDATE:**

- Under the Policy Framework, Policy Owners must consult with Academic Council before presenting draft policy instruments to the approval authority for approval.
- We submit this report to inform you of the opportunity to review draft policy instruments and provide written comments before they are presented to the relevant Approval Authority.

**POLICY INSTRUMENT(S) AVAILABLE FOR CONSULTATION:**

- Event Risk Management and Approval Directive
- Field Trip Risk Management and Approval Directive
- Examination and Grading Policy

**HOW TO COMMENT:**

- Academic Council members can provide written comments by email to [policy@uoit.ca](mailto:policy@uoit.ca). Comments will be shared with the relevant Policy Owner for consideration.
- The comment period will be open until 4:30 pm on March 8, 2019.

**NEXT STEPS:**

- Academic Council members can provide written comments by email to [policy@uoit.ca](mailto:policy@uoit.ca).
  - A summary of comments on each instrument will be provided to the relevant deliberative body and approval authority. A full list of consultation and approval for each instrument is attached.
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**SUPPORTING REFERENCE MATERIALS:**

- [Event Risk Management and Approval Directive](#)
- [Field Trip Risk Management and Approval Directive](#)
- **Examination and Grading Policy**

## Examination and Grading Policy

### 9. Final Examination Scheduling

9.1 The Office of the Registrar has authority for the scheduling of Final Examinations.

9.2 Final Examinations will only be scheduled during the Final Examination Period and will be scheduled in accordance with the Procedures for Final Examination Administration.

9.3 Scheduling of Final Examinations will be conducted to eliminate conflicts and to minimize the instances of consecutive examinations.

9.4 The Final Examination schedule will be published no later than six weeks prior to the first day of the Final Examination Period. Normally, once published, there will be no scheduling changes.

~~9.5 Warning about other commitments: Final Examinations may be scheduled at any time during the Final Examination Period. Students are expected to avoid making travel or other professional or personal commitments during this time.~~

~~a) — As instructors are not required to be present at their Final Examination, they should be available should an emergency occur.~~

9.6 Take-home Final Examination deadlines must fall within the Final Examination Period. The take-home Final Examination deadline must be noted in the course syllabus prior to the start of the Semester or Session.

### 10. Final Examination Period Commitments

10.1 Final Examinations may be scheduled at any time during the Final Examination Period.

a) Students are expected to avoid making travel or other professional or personal commitments during this time.

b) Normally, the course instructor is present for the Final Examination. If the course instructor is not present, it is their responsibility to make arrangements with the course's home Faculty to ensure that students are provided with the proper resources required during the Final Examination.

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*Rationale: Created a separate section to outline the commitment of both the students and instructors.*

*Office of the University Secretariat and General Counsel assessment: The change only affects the formatting of existing content.*

## Final Examination Chief Proctor Directives

### Definition:

“**Chief Proctor**” means a designated individual assigned to oversee the preparation and completion of a Final Examination. Please note that for single-section courses, normally the instructor of the course is considered the Chief Proctor. If the instructor is unavailable, it is the responsibility of the course’s home Faculty to designate a Chief Proctor. For multi-section courses that involve students from different Faculties that share the same examination room, the Chief Proctor will be assigned by the Office of the Registrar.

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*Rationale: Clarification that instructors are not required to be at the final examination. Ensure consistency across all policy instruments.*

*Office of the University Secretariat and General Counsel assessment: The change does not substantially change the duties of the chief proctor, or who is responsible for assigning a chief proctor in the absence of a course instructor. There is less detail in who the faculty should choose as chief proctor, but the faculty continues to have flexibility in who to assign to the role.*

## 5. Room Preparation

5.1. In preparation for a Final Examination, the Chief Proctor must:

a) Arrive at the examination room **or gymnasium** at least 30 minutes prior to the start of the Final Examination ~~scheduled in a standard examination room and one hour prior to the start of a Final Examination scheduled in a gymnasium,~~

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*Rationale: Based on our examination periods, often there is only a 30 minute window between scheduled examinations in the gymnasium. It does not make sense to have the proctors there an hour before, if they can’t get into the gym until 30 minutes before the start time.*

*Office of the University Secretariat and General Counsel assessment: The change is minor enough in scope to be considered an editorial amendment, as a half hour before an exam has always been considered sufficient time for a proctor to prepare (at least in a classroom setting). Given that proctors are rarely able to get into the gymnasium an hour in advance, this amendment effectively just continues existing practice while providing slightly more flexibility in scheduling their shifts.*

### **Final Examination Emergency and Disruption Directives**

“**Chief Proctor**” means a designated individual assigned to oversee the preparation and completion of a Final Examination. Please note that for single-section courses, normally the instructor of the course is considered the Chief Proctor. If the instructor is unavailable, it is the responsibility of the course’s home Faculty to designate a Chief Proctor. For multi-section courses that involve students from different Faculties that share the same examination room, the Chief Proctor will be assigned by the Office of the Registrar.

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*Rationale: Clarification that instructors are not required to be at the final examination. Ensure consistency across all policy instruments.*

*Office of the University Secretariat and General Counsel assessment: The change does not substantially change the duties of the chief proctor, or who is responsible for assigning a chief proctor in the absence of a course instructor. There is less detail in who the faculty should choose as chief proctor, but the faculty continues to have flexibility in who to assign to the role.*

### **Procedures for Final Examination Administration**

5.3. The Final Examination period will normally consist of 10 days with four Final Examination periods per day. ~~8 to 11 a.m., noon to 3 p.m., 3:30 to 6:30 p.m., and 7 to 10 p.m.~~

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*Rationale: The office of the Registrar would like some flexibility in adjusting the examination periods. (e.g. start time 8:30 a.m. or having only three exam periods on weekends)*

*Office of the University Secretariat and General Counsel assessment: The statement that is removed is not a binding statement, it is a “normally” statement, so flexibility existed before to set a different schedule and this flexibility remains.*

## **Procedures for Consideration of Missed In-Term Course Work and Examinations**

8.2. Examination: In order to request consideration to make up for a missed Examination on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:

b) Within three ~~calendar~~ working days after the scheduled Examination date;

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*Rationale: This is an editorial change. The wording should have read “working” days. This also ensures consistency with 8.1.b.*

*Office of the University Secretariat and General Counsel assessment: This amendment corrects an error in drafting.*