

## ACADEMIC COUNCIL REPORT

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### ACTION REQUESTED:

Decision   
Recommendation   
Discussion   
Information

**DATE:** 23 June 2020

**FROM:** Graduate Studies Committee and Undergraduate Studies Committee

**SUBJECT:** Examination and Grading Policy and Procedures Review

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### COMMITTEE MANDATE:

- Graduate Studies Committee (GSC) has a mandate of maintaining the academic standards set by Academic Council and to review and recommend to Academic Council changes to graduate academic policy
- In accordance with Part I, Section i of the Undergraduate Studies Committee (USC) Terms of Reference, USC will “review and recommend to Academic Council changes to undergraduate academic...policy”
- Under the Policy Framework, changes to academic items which are editorial in nature are presented to the deliberative body and Academic Council for information

### MOTION FOR CONSIDERATION:

*That, pursuant to the recommendation of GSC and USC, Academic Council hereby approve the following procedures and directives, as presented:*

- Procedures for Consideration of Missed In-Term Course Work and Examinations*
- Procedures for Final Examination Administration*
- Final Examination Chief Proctor Directives*
- Final Examination Emergency and Disruption Directives*

### BACKGROUND/CONTEXT/RATIONALE:

The policy instruments have undergone a review and changes are recommended based on current practice. The following have been reviewed by GSC and USC and are coming forward for approval:

- ACD 1506\_01 Procedures for Consideration of Missed In-Term Course Work and Examinations
- ACD 1506\_02 Procedures for Final Examination Administration
- ACD 1506\_03 Final Examination Chief Proctor Directives
- ACD 1506\_04 Final Examination Emergency and Disruption Directives

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

Added a clarification related to graduate studies duplicated here from the Policy (Section 4).

**Procedures for Final Examination Administration:** Editorial changes made for clarity. One change related to graduate studies duplicated here from the Policy (Section 4).

**Final Examination Chief Proctor Directives:** With the inclusion of government issued ID being acceptable for examinations, there is a need for provisions to train proctors on the process (Section 7). There is also a clarification related to graduate studies duplicated here from the Policy (Section 4).

**Final Examination Emergency and Disruption Directives:** One change to the document related to graduate studies duplicated here from the Policy (Section 4).

In conjunction with the Policy Office, it was determined that changes to the following are editorial in nature, and this item is being presented for information:

- ACD 1506 Examination and Grading Policy

**CONSULTATION:**

In conjunction with the Policy Office, the following consultation and approval path was determined for items with substantive changes:

- Online Consultation: May 8-21, 2020
- Administrative Leadership Team: May 12, 2020
- Deliberative Bodies: USC and GSC - May 2020 for recommendation
- Approval Authority: Academic Council – June 2020

**NEXT STEPS:**

- Following the approval and review of these items by Academic Council, the revised Policy Instruments will be added to the Policy Library

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**SUPPORTING REFERENCE MATERIALS:**

**For Approval:**

- **ACD 1506\_01 Procedures for Consideration of Missed In-Term Course Work and Examinations**
  - Draft Procedures with Tracked Changes
- **ACD 1506\_02 Procedures for Final Examination Administration**
  - Draft Procedures with Tracked Changes
- **ACD 1506\_03 Final Examination Chief Proctor Directives**
  - Draft Procedures with Tracked Changes
- **ACD 1506\_04 Final Examination Emergency and Disruption Directives**
  - Draft Procedures with Tracked Changes

**For Information:**

- **ACD 1506 Examination and Grading Policy**
  - Draft Policy with Tracked Changes

**ACD 1506 Policy, Procedures, and Directives – Full Draft without Tracked Changes (Clean Copy, for Reference)**



Classification	ACD 1506.01
Parent Policy	Final Examination Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	January 17, 2017
Review Date	January 2020
Last Updated	Editorial Amendments, February 18, 2020
Supersedes	Undergraduate Academic Calendar, Section 5.25, June 2015  University Scheduling Guidelines and Protocols, Section 2, May 2012

## PROCEDURES FOR CONSIDERATION OF MISSED IN-TERM COURSE WORK AND EXAMINATIONS

### PURPOSE

1. The purpose of these Procedures is to ensure the consistent administration of requests to make up for missed in-term course work and examinations.

### DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Deferred Examination”** means an Examination written outside of the originally scheduled day and/or time.

**“Final Examination Period”** means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“In-term Course Work”** means any course work assigned during the Semester or Session.

**“In-term Examinations”** means an Examination held during a Semester or Session.

**“Semester”** means sixty days of lectures and a Final Examination Period.

**“Session”** means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination Period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

## SCOPE AND AUTHORITY

- 3.** These Procedures apply to the request for consideration of all missed In-term Course Work and Examinations.
- 3.4.** These Procedures do not apply to PhD candidacy exams, master's and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
- 4.5.** The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

## PROCEDURES

### **5.6.** Submitting a Request for Consideration

**5.1.6.1.** In order to be considered for approval to make up missed In-term Course Work or an Examination, students must make a request that is:

- a) Based on one of the acceptable grounds set out in the Examination and Grading Policy;
- b) In writing, to the Faculty Office responsible for the administration of the course;
- c) Within the specified, allowable timeframe. Note that timeframes vary depending on the grounds on which consideration is being sought;
- d) On the appropriate form, where applicable; and
- e) Accompanied by the required supporting documentation.

**5.2.6.2.** A Faculty Office, upon receiving a request, may request additional documentation as needed to support the request and/or make a decision.

### **6.7.** Religious Observance

**6.1.7.1. In-term Course Work:** In order to request consideration for missed In-term Course Work on the grounds of a religious observance, the request must be submitted:

- a) To the course instructor in writing; and
- b) As soon as possible in advance and no later than seven working days prior to the submission deadline of the In-term Course Work.

**6.2.7.2. Examination:** In order to request consideration for a missed Examination on the grounds of a religious observance, the request must be submitted:

- a) Using the Application for Deferred Final Examinations for Religious Observances Form; and
- b) As soon as possible in advance and no later than 15 working days prior to:
  - The original scheduled date of the Examination(s) for In-term Examination conflicts; or

- The first day of the Examination Period for Final Examination conflicts.

## **7.8. Debilitating Physical or Psychological Illness or Event**

**7.1.8.1. In-term Course Work:** In order to request consideration to make up for missed In-term Course Work on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:

- To the course instructor in writing;
- Within three working days of missing the submission deadline of the In-term Course Work; and
- With a Medical Statement Form that is:
  - Completed and signed by a duly licensed practitioner; and
  - Dated no later than 24 hours after the submission deadline of the In-term Course Work.

**7.2.8.2. Examination:** In order to request consideration to make up for a missed Examination on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:

- Using the Application for Deferred Final Examinations Form;
- Within three working days of the scheduled Examination date; and
- With a Medical Statement Form that is:
  - Completed and signed by a duly licensed practitioner; and
  - Dated no later than 24 hours after the scheduled Examination date.

### **7.3.8.3. Attending an Examination While Incapacitated or Falling Ill During an Examination:**

In order to request consideration on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance after attending an Examination while incapacitated, or after falling ill during an Examination, the student must:

- Contact [his or her](#) Faculty Office within two working days of the scheduled Examination; and
- Within three working days of the scheduled Examination, submit a request that includes:
  - Application for Deferred Final Examinations Form;
  - Medical Statement Form that has been completed and signed by a duly licensed practitioner and is dated no later than 24 hours after the scheduled Examination date.

## **8.9. Family Emergency or Compelling Personal Reasons**

**8.1.9.1. In-term Course Work:** In order to request consideration to make up for missed In-term Course Work on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:

- a) To the course instructor in writing;
- b) Within three working days of missing the submission deadline of the In-term Course Work; and
- c) With sufficient documentation to support the request.

**8.2.9.2. 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:

- a) Using the Application for Deferred Final Examinations Form;
- b) Within three calendar days after the scheduled Examination date; and
- c) With sufficient documentation to support the request.

## **9.10. Competing Academic Conflict**

**9.1.10.1. Examination:** In order to request consideration to make up for a missed Examination on the grounds of a competing academic conflict, the request must be submitted:

- a) Using the Application for Deferred Final Examinations Form; and
- b) As soon as possible in advance and no later than 15 working days prior to:
  - The original scheduled date of the Examination(s) for In-term Examination conflicts; or
  - The first day of the Examination Period for Final Examination conflicts.

## **MONITORING AND REVIEW**

**10.11.** These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

## **RELEVANT LEGISLATION**

**11.12.** This section intentionally left blank.

## **RELATED POLICIES, PROCEDURES & DOCUMENTS**

**12.13.** Examination and Grading Policy

Application for Deferred Final Examinations

Application for Deferred Final Examinations for Religious Observances



Classification	ACD 1506.02
Parent Policy	Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	January 17, 2017
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Last Updated	Editorial Amendments, February 18, 2020; Editorial Amendments s. 18, November 18, 2018
Supersedes	Undergraduate Academic Calendar, Section 5.25, June 2015  University Scheduling Guidelines and Protocols, Section 2, May 2012

## PROCEDURES FOR FINAL EXAMINATION ADMINISTRATION

### PURPOSE

1. The purpose of these Procedures is to provide direction for the effective administering and scheduling of Final Examinations.

### DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Deferred Examination”** means an Examination written outside of the originally scheduled day and/or time.

**“Final Examination Period”** means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final and Non-Comprehensive Final Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“Semester”** means sixty days of lectures and a Final Examination Period.

**“Session”** means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination Period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

### SCOPE AND AUTHORITY



**3.** These Procedures apply to the administering and scheduling of all Final Examinations.

**3.4.** These Procedures do not apply to PhD candidacy exams, master's and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.

**4.5.** The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

## PROCEDURES

### **5.6.** Scheduling of Final Examinations

**5.1.6.1.** All Final Examination enrolments will be captured after the last day to add courses in a given Semester or Session.

**5.2.6.2.** When submitting the list of course offerings each Semester or Sessions, academic units will indicate to the Office of the Registrar whether a Final Examination is to be administered for each course section. If a Final Examination is to be administered, the academic unit must also indicate the duration of the Final Examination.

**5.3.6.3.** The Final Examination period will normally consist of more than 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. Final examinations should only be held between 8:00 a.m. and 10:00 p.m.

### **6.7.** Final Examination Requirements

**6.1.7.1.** Students must present a current and valid Ontario Tech University student ID card, or a valid government issued ID that is in English at each Final Examination.

- a) A student who fails to produce a current and valid Ontario Tech University student ID card or valid government issued ID that is in English will be required to leave the examination room and immediately obtain a substitute card from Campus ID Services. There will be no extension of the Final Examination permitted to compensate for the delay encountered.

### **7.8.** Proctors

**7.1.8.1.** Where necessary, each Faculty Office is responsible for assigning proctors for each Final Examination in order to ensure adequate supervision is provided. When assigning proctors, Faculties will ensure that:

- a) Normally, there are two proctors for the first 100 students and an additional proctor for every 50 students after that.
- b) Normally, there is both a male and female proctor assigned for each Final Examination.

**7.2.8.2.** Chief Proctor. The Office of the Registrar will designate a chief proctor for all Final Examinations scheduled in shared space involving different Faculties.

### **8.9.** Final Examination Timing

**8.1.9.1.** Course instructors and proctors will arrive in advance of the scheduled Final Examination time in order to ensure adequate preparation ahead of the Final Examination. Arrival time is dependent on the location of the Final Examination:

- a) Gymnasium: Instructor and proctors must arrive at least one hour prior to the scheduled start time of the Final Examination.
- b) Classrooms and Other Examination Rooms: Instructors and proctors must arrive at the examination room at least 30 minutes prior to the start of the Final Examination.

**8.2.9.2.** Students will be permitted to enter the gymnasium, classroom or other examination room 20 minutes prior to the start of the Final Examination.

**8.3.9.3.** Final Examination Start Time:

- a) If the start of the Final Examination is delayed, the Final Examination will proceed with additional time allowed to compensate for the late start. The course instructor has the authority to extend the Final Examination time to compensate for time lost up to 30 minutes.
- b) Students will not be permitted to leave the Final Examination room for the first hour.
- c) Students arriving after the start of the official start of the Final Examination will be permitted to write the exam, but no additional time beyond that given to all students will be granted.
- d) Students will not be permitted into the Final Examination room after the first hour of a Final Examination. Students are advised to complete an Application for Deferred Final Examinations Form and to see an Advisor.

**8.4.9.4.** Final Examination End Time:

- a) Students will not be permitted to leave the examination room within the last 15 minutes of the Final Examination time.
- b) Students will remain seated and will not be permitted to leave the room until all Final Examination material has been collected.

## **9.10. Leaving the Examination Location During a Final Examination**

**9.1.10.1.** A student may, with the permission of the course instructor or proctor, leave the examination room briefly if accompanied by an instructor or proctor.

## **10.11. Materials for Final Examinations**

**10.1.11.1.** Permissible materials:

- a) Materials should be communicated clearly to students prior to the last day of lectures for the Semester or Session. This includes information regarding the use of textbooks, lecture notes, etc. Only those items authorized for use in the Final Examination are to be brought into the examination room.

- b) If an instructor will not be present at the Final Examination, a Final Examination Detail Form must be completed and communicated to the proctors on the day of the Final Examination.
- c) If calculators or other instruments are allowed, instructors should exercise care in specifying the exact type of instrument permitted.
- d) Personal items such as jackets, hats, bags, knapsacks, etc., are allowed in the examination location but are to be left at the front or back of the examination room and may be picked up at the end of the Final Examination.

**10.2.11.2. Laptops and Electronic Devices**

- a) For reasons of security, students should be discouraged from bringing their laptops into the examination room if they are not required for their Final Examination. If students do bring their laptops into the examination room, they should be directed to store them under their chairs.
- b) Any other electronic devices, unless explicitly permitted by the course instructor, are not permitted at the examination desk. Unpermitted electronic devices should be muted and left with personal belongs at the front of the examination room.
- c) The university is not responsible for lost or stolen items brought into examination rooms.

**11.12. Violations of Procedures for Final Examination Administration**

**11.1.12.1.** Where there are reasonable grounds to believe a violation of Procedures for Final Examination Administration has occurred, the student will be permitted to finish writing the Final Examination, however the course instructor or proctor has the authority to:

- a) Remove any materials or devices not authorized for use in the Final Examination and keep such materials until the student has completed the examination.
- b) Search through personal belongings to remove evidence of the violation (this must be done in the presence of the student and another proctor).
- c) Ask the student to produce evidence of the violation where the course instructor or proctor believes that ~~he/she~~ the student has hidden it on ~~his/her~~ their person – under no circumstances should the alleged offender be touched.
- d) Ask the student to move to a seat that is more easily monitored.
- e) Remove answer books and replace them with new ones.

**11.2.12.2.** At the conclusion of the Final Examination, the course instructor or proctor must:

- a) Make a note of the time and details of the alleged offence, any actions taken to mitigate the alleged infraction, and any refusal to cooperate;

- b) Explain to the student that the status of his/her/their Final Examination is in question and set it aside;
- c) Gather all evidence. Proctors should provide all evidence to the Course instructor at the first possible opportunity; and
- d) Complete a Final Examination Incident Report Form and submit it to the course instructor or faculty examination contact.

### **12.13. Emergency Procedures**

**12.1.13.1.** In the event of an emergency, the course instructor or proctor will follow the Final Examination Emergency and Disruption Directive provided by the Office of Registrar.

**12.2.13.2.** If an emergency requires students to leave the examination room, all Final Examination materials will be considered void. All answer booklets will be destroyed without grading. The Final Examination will be rescheduled within the first week of the following Semester or Session and a new Final Examination script will be prepared.

### **13.14. Disruption of Final Examinations**

**13.1.14.1.** In the event of disruption, the course instructor or proctor will follow the Final Examination Emergency and Disruption Directive provided by the Office of Registrar.

**13.2.14.2.** Conduct around the disruption of a Final Examination or conspiring to disrupt a Final Examination will be dealt with under the University's student conduct and disciplinary procedures in non-academic matters and/or criminal or civil proceedings as appropriate.

### **14.15. Final Exam Accommodations**

**14.1.15.1.** Students with Disabilities

- a) Student Accessibility Services (SAS) works with instructors to provide alternative Final Examination accommodations for students with disabilities. Common alternative accommodations include extended Final Examination time, oral evaluation, scribing, test clarification, private location, alternative examination format, or adaptive technologies. Students must work with instructors and SAS staff at the appropriate location to identify their specific needs well in advance of the scheduled Final Examination time and be aware of the Final Examination registration deadlines.
- b) Instructors will be advised by the SAS in writing of those students who have been approved for Final Examination accommodations Final Examinations for these students must be submitted by the instructor or Faculty Office to the appropriate test centre three working days prior to the scheduled date of the Final Examination. ~~Final Examinations for these students must be submitted by the instructor to his/her Faculty Office three calendar days prior to the scheduled date of the Final Examination. The Faculty Office will subsequently forward the Final Examination to the appropriate test centre.~~ Instructors can obtain completed Final Examinations from the test centre

the following day. If a Final Examination is required in electronic format, instructors must submit their electronic Final Examination three **calendar working** days prior to the scheduled date of the Final Examination.

#### **15.16. Student Access to Final Examination Scripts**

**15.1.16.1.** A student who wishes to view a Final Examination script should submit a request in writing to the course instructor. The supervision of the viewing of the Final Examination script is the responsibility of the course instructor. In the event the course instructor cannot be reached, a student may contact the Faculty Office.

**15.2.16.2.** Unless a clerical error has occurred, an instructor may not make changes to the final grade awarded in a course as a result of such a viewing.

**15.3.16.3.** If a student has a concern regarding graded work, every effort should be made to make an appointment with the course instructor to resolve any issues quickly and informally. If any issues remain and a student wishes to dispute the final grade awarded, **he/shethey** should submit a Final Grade Reappraisal/Reconsideration to the Office of the Registrar within 10 working days following the release of the final grades.

#### **MONITORING AND REVIEW**

**16.17.** These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

#### **RELEVANT LEGISLATION**

**17.18.** This section intentionally left blank

#### **RELATED POLICIES, PROCEDURES & DOCUMENTS**

**18.19.** Application for Deferred Final Examinations Form

Examination and Grading Policy

Incident Report – Violation of Examination Protocol [link to form]

Final Examination Emergency and Disruption Directives

Final Grade Reappraisal/Reconsideration

Final Examination Chief Proctor Directives

Classification	ACD 1506.03
Parent Policy	Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	March 20, 2018
Review Date	January 2020
Supersedes	

## FINAL EXAMINATION CHIEF PROCTOR DIRECTIVES

### PURPOSE

1. The purpose of these Directives is to provide a framework to guide course instructors and proctors in the effective administration and supervision of final examinations.

### DEFINITIONS

2. For the purposes of these Directives the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“Chief Proctor”** means a designated individual assigned by the Registrar’s Office to oversee the administration and supervision of Final Examinations that involve students from different faculties that share the same examination room. The Chief Proctor will assist course instructors and proctors with the Final Examination preparation and completion. Please note that for single-section courses the instructor of the course is considered the Chief Proctor. For multi-section courses, the course coordinator normally serves as the Chief Proctor. If no course coordinator has been assigned, the Faculty will designate a Chief Proctor.

**“Proctor”** means a designated individual assigned by a faculty to assist with the administration and supervision of Final Examinations. Proctors are to follow the same Directives as outlined for Chief Proctors throughout this document.

### SCOPE AND AUTHORITY

3. These Directives apply to administration and supervision of Final Examinations.
- ~~3.4.~~ These Directives do not apply to PhD candidacy exams, master’s and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
- 4.5. The Registrar, or successor thereof, is responsible for overseeing the implementation, administration and interpretation of these Directives.

## DIRECTIVES

### 5.6. Room Preparation

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

- a) Arrive at the examination room 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,
- b) Distribute examination materials (e.g. examination paper, Scantron, etc.) to each seat before students are permitted to enter the examination room, and
- c) Refer to the standard cover page sheet accompanying the exams for special seating instructions.

### 6.7. Student Entry and Attendance

6.1.7.1. Students will be permitted to enter a standard examination room 20 minutes prior to the start of an examination. If the Final Examination is scheduled in a gymnasium, students will be permitted for entry at least 20 minutes prior to the start of an examination. As students enter the examination room, the following announcements are to be made by the Chief Proctor:

- a) “Students must present their current student ID card, [or government issued ID that is in English](#) prior to starting this examination. Please place your current student ID card, [or government issued ID](#) on your desk as soon as you are seated.”
- b) “If you do not have your valid student ID card, [or government issued ID that is in English](#) with you, please go immediately to the Campus ID Office to obtain a temporary card.”

6.2.7.2. It is the responsibility of the Chief Proctor to confirm the attendance of students by verifying student ID cards, [or government issued ID](#) to the Final Examination class list at the time of the examination.

- a) Students must present their student ID, issued for the current academic calendar year, [or valid government issued ID](#) at each Final Examination. Students should place their valid student ID card on their desk as soon as they are seated.
- b) If a student arrives late to the Final Examination, the Chief Proctor must check the student ID card [or valid government issued ID](#) as ~~he or she~~ [the student](#) enters the examination room.

6.3.7.3. If a student fails to produce a valid student ID card, [or valid government issued ID](#) ~~he or she~~ [they are](#) required to immediately obtain a temporary examination card from Campus ID Office.

- a) No extension of the Final Examination will be permitted to compensate for any resulting delays.

**6.4.7.4.** If a student arrives after the start of the Final Examination, ~~he or she~~they will only be permitted to write the examination if arrival is within the first third of the examination (~~e.g.~~ first hour for a three-hour examination, 40 minutes for a two-hour examination, ~~etc.~~). No additional time beyond that will be granted.

## **7.8. Examination Material**

**7.1.8.1.** The Chief Proctor must ensure that only authorized items for use during the examination are to be at a student's desk.

**7.2.8.2.** All personal belongings are to be left at the front or back of the examination room for pick-up at the conclusion of the final examination. These items include but are not limited to: jackets, hats, knapsacks/bags, phones, and personal devices.

- a) Students are permitted to leave their wallet and/or a small purse under their examination chair for security reasons.

**7.3.8.3.** The Chief Proctor must ensure that all hallways and emergency exits are cleared of personal belongings.

## **8.9. Preliminary Announcements**

**8.1.9.1.** Once the students are seated, the Chief Proctor will make the following announcements:

- a) "Your attention please. This examination(s) is for [course name(s)]. Do not turn over, or begin writing the Final Examination, until you are instructed to do so."
- b) "You will have exactly [duration] to complete the Final Examination. If you need to leave the examination room for any reason, such as to use the washroom or for a medical reason, then please raise your hand and someone will attend to you."
- c) "You will not be permitted to hand in the Final Examination and leave the examination room during the first hour. You will also not be permitted to hand in the Final Examination and leave the examination room within the last 15 minutes. During this time, you must remain seated until the Final Examination time has expired."
- d) "Please write your name and student number on each answer booklet."

**8.2.9.2.** The Chief Proctor will then outline the evacuation protocol:

- a) "In the event that there is a STAGE 1 Fire Alarm during this examination: You should remain at your desk and continue writing your examination. Personnel are on site to investigate the cause of an alarm and will report this to Security. Security will make a P.A. announcement to keep us advised. If it is determined to be a false alarm, the impact of the disruption will be assessed and the examination time may be extended up to 30 minutes."
- b) "If the alarm goes into a STAGE 2 Fire Alarm, Security will make a P.A. announcement to evacuate. Security personnel will assist us in vacating the



building. At no time will you be directed to stay in a room in which your personal safety or security is at risk. If we are instructed to leave the examination room, you must do so as quickly and as safely as possible by the closest safe exit, leaving all personal belongings behind. All examination materials must be left on the desk.”

**8.3.9.3.** The Chief Proctor will then announce:

- a) “The time is now [time]. The examination will end at [time]. You may begin.”

**8.4.9.4.** If the start of the examination is delayed, the examination may proceed with additional time of up to 30 minutes to compensate for the late start.

## **9.10. Examination Supervision**

**9.1.10.1.** While the examination is in progress, the Chief Proctor will quietly walk among the students.

**9.2.10.2.** The Chief Proctor must be sure to watch for students who have raised their hands for assistance.

- a) If a student needs to use the washroom, a Proctor must accompany them there and have them return to the examination room as quickly and as quietly as possible. Only one student at a time is permitted to use the washroom.
- b) Be cautious when answering questions that students may have regarding examination content. These cases should be addressed by the course instructor if possible.

**9.3.10.3.** The Chief Proctor will be alert to any suspicious behaviour referenced on the Incident Report – Violation of Examination Protocol Form provided.

## **10.11. Violation of Examination Protocol**

**10.1.11.1.** Where there are reasonable grounds to believe a violation of the examination protocol has occurred, the Chief Proctor has the authority to:

- a) Ask the student to move to a seat that is more easily monitored.
- b) Remove any materials or devices not authorized for use in the examination and keep such materials until the student has completed the examination.
- c) Search through personal belongings to collect evidence of the violation. Ensure that this must be done in the presence of the student and another Proctor.
- d) Ask the student to produce unauthorized material or devices where the Chief Proctor believes that ~~he or she~~ the student has hidden it.
- e) Record the questions that had been answered prior to the alleged violation on the Incident Report – Violation of Examination Protocol Form and the examination material if applicable.

~~10.2.11.2.~~ Under no circumstances should the Chief Proctor touch the alleged offender.

~~10.3.11.3.~~ In all cases, a student should be permitted to finish writing the final examination. At the conclusion of the examination, the Chief Proctor must make a note of the time and details of the alleged offence, including any refusal to cooperate, on the Incident Report – Violation of Examination Protocol Form.

- a) The Chief Proctor should explain to the student that the status of ~~his or her~~ **their** examination is in question and set it aside.
- b) All evidence should be gathered for review of incident by the course instructor or faculty.
- c) The Chief Proctor must submit the Incident Report – Violation of Examination Protocol Form to the Faculty’s Academic Advising Office.

#### **11.12. Examination Conclusion**

~~11.1.12.1.~~ The Chief Proctor will make the following announcement 15 minutes before the end of the examination:

- a) “Your attention please. The final examination will end in 15 minutes. Until this time, you will not be permitted to leave the examination room. Please remain seated until the examination time has ended.”

~~11.2.12.2.~~ Once the examination time has expired, the Chief Proctor will make the following announcement:

- a) “Your attention please. The final examination is now over. Please stop writing and place your examination material face down on your desk. You must remain seated until all examination papers have been collected. No talking please.”

~~11.3.12.3.~~ Once all examination papers have been collected, the Chief Proctor will then announce:

- a) “Thank you for your co-operation. You may now leave. Please make sure to pick up your personal belongings.”

~~11.4.12.4.~~ The Chief Proctor will ensure the security of the examination material and delivery **of** it based on a prearranged and agreed upon location by the instructor.

#### **MONITORING AND REVIEW**

~~12.13.~~ These Directives will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible for monitoring and reviewing these Directives.

#### **RELEVANT LEGISLATION**

~~13.14.~~ This section intentionally left blank

## **RELATED POLICIES, PROCEDURES & DOCUMENTS**

### **14.15. Examination and Grading Policy**

Final Examination Emergency and Disruption Directives

Incident Report – Violation of Examination Protocol

Procedures for Final Examination Administration

Procedures for Consideration of Missed In-term Course Work and Examinations

Classification	ACD 1506.04
Parent Policy	Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	March 20, 2018
Review Date	January 2020
Supersedes	

## FINAL EXAMINATION EMERGENCY AND DISRUPTION DIRECTIVES

### PURPOSE

1. The purpose of these Directives is to provide a framework to guide course instructors and proctors in the event of a disruption during a final examination.

### DEFINITIONS

2. For the purposes of these Directives the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“Chief Proctor”** means a designated individual assigned by the Registrar’s Office to oversee the administration and supervision of Final Examinations that involve students from different faculties that share the same examination room. The Chief Proctor will assist course instructors and proctors with the Final Examination preparation and completion. Please note that for single-section courses the instructor of the course is considered the Chief Proctor. For multi-section courses, the course coordinator normally serves as the Chief Proctor. If no course coordinator has been assigned, the Faculty will designate a Chief Proctor.

**“Proctor”** means a designated individual assigned by a faculty to assist with the administration and supervision of Final Examinations. Proctors are to follow the same Directives as outlined for Chief Proctors throughout this document.

### SCOPE AND AUTHORITY

3. These Directives apply to administration and supervision of Final Examinations.
4. [This Policy does not apply to PhD candidacy exams, master’s and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.](#)
5. The Registrar, or successor thereof, is responsible for overseeing the implementation, administration and interpretation of these Directives.

## **DIRECTIVES**

- 6.** At no time will staff and students be directed to stay in an examination room in which their personal safety or security is at risk.
- 7. Fire Alarm**
  - 7.1.** In the event of a Stage 1 Fire Alarm, students will remain at their desks and continue writing their examinations. Personnel will be on site to investigate the cause of an alarm and will report this to Security. Security will make an announcement to keep everyone advised.
    - a)** If it is determined to be a false alarm, the impact of the disruption will be assessed and the examination time may be extended up to 30 minutes.
  - 7.2.** In the event of a Stage 2 Fire Alarm, Security will make an announcement to evacuate. Security personnel will assist staff and students in vacating the building. Staff and students will be instructed to leave the examination room as quickly and as safely as possible by using the closest safe exit, leaving all personal belongings behind. All examination materials must be left on the desks.
- 8. Evacuation**
  - 8.1.** In the event of an evacuation, Security will announce this measure and give directions on what to do. Staff and students must evacuate as quickly and safely as possible, leaving all personal belongings in the examination room.
  - 8.2.** Staff and students should meet at a location near the re-entry point to the examination building. Once an announcement has been made that re-entry into the building is permitted, the Chief Proctor will enter the examination room prior to students.
  - 8.3.** If the final examination had not begun prior to the evacuation, the Chief Proctor will assess the impact of the disruption and may extend the examination time up to 30 minutes.
  - 8.4.** If the examination had begun prior to the evacuation, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.
    - a)** The Chief Proctor will deliver the examination materials to the Faculty's administrative office.
- 9. Power Outage**
  - 9.1.** In the event of a power outage, the Chief Proctor will inform students to quietly remain in their seats until power is restored.
  - 9.2.** For extended outages that lead to an emergency closure of the campus, a PA announcement will be made to direct students to vacate the examination room.
- 10. Inclement Weather**

- a) In the event of severe inclement weather, the President and Faculty Dean will make the decision if an examination is to continue as scheduled. If the decision is made to cancel the final examination, students must evacuate the examination room.
- b) If the examination had begun prior to the evacuation, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.
- c) The Chief Proctor will deliver the examination materials to the appropriate Faculty Office.

**10.2.** A make-up date for the final examination will be announced by the faculty at a later date.

## **11. Medical Emergencies**

- 11.1.** In the event of a medical emergency, the Chief Proctor will contact Campus Safety (ext. 2400).
- 11.2.** In the event that a student becomes ill during the examination, the Chief Proctor will make arrangements to escort the student to the Campus Health Centre (located at the Campus Recreation and Wellness Centre).
  - a) If the student is unable to leave the examination room, the Chief Proctor will call the Campus Health Centre (905.721.3037) for a nurse to come to the examination room.
- 11.3.** If the medical event caused any delays in during the examination, the Chief Proctor will assess the impact of the disruption and can, at his or her discretion, extend the examination time up to 30 minutes to compensate for lost time.

## **12. Student Disruptions**

- 12.1.** In the event that a student is being disruptive during a Final Examination, the Chief Proctor will contact Campus Safety (ext. 2400).
  - a) If the student disruption causes any delays in during the Final Examination, the Chief Proctor will assess the impact of the disruption and can, at his or her discretion, extend the examination time up to 30 minutes to compensate for lost time.
- 12.2.** In the event that a disruptive student refuses to leave an examination room after Campus Safety intervention, the Chief Proctor may make arrangements for the Final Examination to be moved to another location (should one be available).
  - a) If there are no options for an alternate location, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief

Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.

#### **MONITORING AND REVIEW**

13. These Directives will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible for monitoring and reviewing these Directives.

#### **RELEVANT LEGISLATION**

14. This section intentionally left blank

#### **RELATED POLICIES, PROCEDURES & DOCUMENTS**

15. Examination and Grading Policy  
Final Examination Chief Proctor Directives  
Incident Report – Violation of Examination Protocol  
Procedures for Final Examination Administration  
Procedures for Consideration of Missed In-term Course Work and Examinations



Classification	ACD 1506
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	November 26, 2019
Review Date	January 2020
Last Updated	Editorial Amendments, February 18, 2020
Supersedes	Examination and Grading Policy January 17, 2017  Academic Regulations, Graduate Academic Calendar 2019-20

## EXAMINATION AND GRADING POLICY

### PURPOSE

1. The purpose of this policy is to provide a framework to guide the effective administration and scheduling of in-term course work and examinations and the submission and release of final grades.

### DEFINITIONS

2. For the purposes of this policy the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Deferred Examination”** means an Examination written outside of the originally scheduled day and/or time.

**“Final Examination Period”** means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“In-term Course Work”** means any course work assigned during the Semester or Session.

**“In-term Examinations”** means an Examination held during the Semester or Session.

**“Semester”** means sixty days of lectures and a Final Examination period.

**“Session”** means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

**“Study Break”** means a period between the last day of lectures and the first day of the Final Examination Period.



## SCOPE AND AUTHORITY

3. This Policy applies to all In-Term Course Work and Examinations.
4. This Policy applies to the submission and release of final grades.
5. This Policy does not apply to PhD candidacy exams, -master's and doctoral thesis defense examinations-. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
6. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

## POLICY

### 7. General

- 7.1. All Examinations, will be scheduled and administered in accordance with this Policy, the Procedures for Final Examination Administration, the Procedures for Consideration of Missed In-term Course Work and Examinations, and all other applicable University policies and procedures.
- 7.2. Students are responsible for all material covered in a given course and In-term and Final Examinations may be used to assess course material that is delivered both directly (e.g. during a scheduled class) or indirectly (e.g. additional reading assignments).
- 7.3. No Examinations or lectures may be administered during the ~~Fall Co-Curricular Period, the Winter Midterm Break~~ Fall or Winter study week, or the Study Break before the Final Examination Period. In addition, students may not be required to present, submit term papers, reports, or other assigned material during these periods.

### 8. In-term Examination Scheduling

- 8.1. In-term Examinations will normally be held during regularly scheduled class times, though they may be scheduled on any calendar day of the Semester or Session.
- 8.2. In-term Examinations held outside of the regularly scheduled class times will require the approval of the Faculty and must be noted in the course syllabus prior to the start of the Semester or Session to ensure students have reasonable advance warning of such scheduling.
- 8.3. The total value of any In-term Examination given in the last five days of classes in a Semester or Session must be no more than 15 percent of the final mark of the course.

### 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. Deferred Examination Scheduling

- 10.1. Deferred Examinations will normally be scheduled no later than the end of the first week of classes in the following Semester or Session.

#### 11. Students Requiring Academic Accommodations

- 11.1. Students with disabilities who are registered with Student Accessibility Services will receive accommodations for all In-term Course Work and Examinations in accordance with their individual accommodation plan.

#### 12. Missed In-Term Course Work and Examinations

- 12.1. **Grounds for Consideration:** The following are grounds for which a student may apply and be considered for approval to make up missed In-term Course Work or Examination.
  - a) **Religious Observance:** Students who are unable to submit In-term Course Work or write an Examination due to religious obligations.
  - b) **Extenuating Circumstances:** Students who are unable to submit In-term Course Work or write an Examination as a result of extenuating circumstances beyond their control. Extenuating circumstances that may be considered include:
    - Significant physical or psychological event or illness that is debilitating to the student's academic performance;
    - Severe family emergency;
    - Other compelling personal reason.
  - c) **Competing Academic Conflict:** Students who are unable to write an Examination as a result of a competing academic conflict. The following competing academic conflicts may be considered:

- Three Final Examinations scheduled within a 24-hour period from the start time of the first Final Examination to the end time of the third Final Examination. The middle examination of the three will be the one considered;
- An In-term Examination that is scheduled outside of the regular class time and which conflicts with another scheduled class or In-term Examination.

**12.2. Requests for Consideration**

- a) Requests for consideration of missed In-term Course Work and Examinations must be made in accordance with the Procedures for Consideration of Missed In-term Course Work and Examinations. Considerations will only be granted where sufficient documentation is submitted.

**12.3. Options for Make Up Work**

- a) Students who are unable to submit In-term Course Work or attend an Examination may be required to make up the work in one of the following ways, at the discretion of the Faculty responsible for administering the course:
- Reweighting of the value of other course components;
  - Deferred Examination; or
  - Other such make up work as determined by the responsible Faculty.

**13. Failure to Write a Deferred Examination**

- 13.1.** A student who is granted a Deferred Examination to make up a missed Examination will receive a grade of zero if they do not write the Deferred Examination on the scheduled deferred examination date.
- 13.2.** A request to make up a missed Deferred Examination will only be considered where the student can demonstrate a need based on one of the acceptable grounds under this Policy.

**14. Supplemental Examinations for Graduate Students**

- 14.1.** In some circumstances, graduate students may be allowed to write one supplemental examination.
- 14.2.** The mark from a supplemental examination may replace or otherwise augment a mark previously obtained in an examination in the same course.
- 14.3.** Students should contact their graduate program director for more information concerning supplemental examinations.

**15. Final Grade Deadline and Submission**

- 15.1.** The submission deadline for Semester final grades is five calendar days after the last scheduled Final Examination in the Final Examination Period. Grades must

be submitted to the Office of the Registrar by 10:00 a.m. on the fifth calendar day.

- 15.2. The submission deadline for Session final grades is four calendar days after the last scheduled Final Examination in the Final Examination Period. Grades must be submitted to the Office of the Registrar by 10:00 a.m. on the fourth calendar day.
- 15.3. Final grades will be posted by the Office of the Registrar and will normally appear on a student's transcript within five calendar days following the grade submission deadline.
- 15.4. Course instructors may not post and/or release final grades to students prior to the posting of final grades by the Office of the Registrar.
  - a) For courses that do not include a Final Examination, instructors must withhold the component grade for a terminal piece of coursework until final grades have been released by the Office of the Registrar.

#### **16. Final Grade Deadline and Submission for Deferred Examinations**

- 16.1. The submission deadline for final grades of a Deferred Examination is five calendar days after the scheduled Deferred Examination. Grades must be submitted to the Office of the Registrar by 10:00 a.m. on the fifth calendar day.

#### **17. Retention and Access to Final Examinations**

- 17.1. Final Examination scripts are the property of the University and are retained in accordance with the University Records Classification and Retention Schedule.
- 17.2. A student has the right to view ~~his or her~~their Final Examination script and associated grade.

#### **MONITORING AND REVIEW**

- 18. This policy will be reviewed as necessary and at least every three years. The Registrar, or delegate thereof, is responsible to monitor and review this Policy.

#### **RELEVANT LEGISLATION**

- 19. This section intentionally left blank.

#### **RELATED POLICIES, PROCEDURES & DOCUMENTS**

- 20. Academic Staff Responsibilities with Regard to Students
  - Graduate Academic Calendar
  - Procedures for Final Examination Administration
  - Procedures for Consideration of Missed In-term Course Work and Examinations
  - Records Classification and Retention Schedule

Undergraduate Academic Calendar, as amended

Administrative Guidelines for Determining the Academic Schedule, as amended



Classification	ACD 1506
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	November 26, 2019
Review Date	January 2020
Last Updated	Editorial Amendments, February 18, 2020
Supersedes	Examination and Grading Policy January 17, 2017  Academic Regulations, Graduate Academic Calendar 2019-20

## EXAMINATION AND GRADING POLICY

### PURPOSE

1. The purpose of this policy is to provide a framework to guide the effective administration and scheduling of in-term course work and examinations and the submission and release of final grades.

### DEFINITIONS

2. For the purposes of this policy the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Deferred Examination”** means an Examination written outside of the originally scheduled day and/or time.

**“Final Examination Period”** means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“In-term Course Work”** means any course work assigned during the Semester or Session.

**“In-term Examinations”** means an Examination held during the Semester or Session.

**“Semester”** means sixty days of lectures and a Final Examination period.

**“Session”** means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

**“Study Break”** means a period between the last day of lectures and the first day of the Final Examination Period.

## **SCOPE AND AUTHORITY**

3. This Policy applies to all In-Term Course Work and Examinations.
4. This Policy applies to the submission and release of final grades.
5. This Policy does not apply to PhD candidacy exams, master's and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
6. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

## **POLICY**

### **7. General**

- 7.1. All Examinations, will be scheduled and administered in accordance with this Policy, the Procedures for Final Examination Administration, the Procedures for Consideration of Missed In-term Course Work and Examinations, and all other applicable University policies and procedures.
- 7.2. Students are responsible for all material covered in a given course and In-term and Final Examinations may be used to assess course material that is delivered both directly (e.g. during a scheduled class) or indirectly (e.g. additional reading assignments).
- 7.3. No Examinations or lectures may be administered during the Fall or Winter study week, or the Study Break before the Final Examination Period. In addition, students may not be required to present, submit term papers, reports, or other assigned material during these periods.

### **8. In-term Examination Scheduling**

- 8.1. In-term Examinations will normally be held during regularly scheduled class times, though they may be scheduled on any calendar day of the Semester or Session.
- 8.2. In-term Examinations held outside of the regularly scheduled class times will require the approval of the Faculty and must be noted in the course syllabus prior to the start of the Semester or Session to ensure students have reasonable advance warning of such scheduling.
- 8.3. The total value of any In-term Examination given in the last five days of classes in a Semester or Session must be no more than 15 percent of the final mark of the course.

### **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. Deferred Examination Scheduling

- 10.1. Deferred Examinations will normally be scheduled no later than the end of the first week of classes in the following Semester or Session.

## 11. Students Requiring Academic Accommodations

- 11.1. Students with disabilities who are registered with Student Accessibility Services will receive accommodations for all In-term Course Work and Examinations in accordance with their individual accommodation plan.

## 12. Missed In-Term Course Work and Examinations

- 12.1. **Grounds for Consideration:** The following are grounds for which a student may apply and be considered for approval to make up missed In-term Course Work or Examination.
  - a) **Religious Observance:** Students who are unable to submit In-term Course Work or write an Examination due to religious obligations.
  - b) **Extenuating Circumstances:** Students who are unable to submit In-term Course Work or write an Examination as a result of extenuating circumstances beyond their control. Extenuating circumstances that may be considered include:
    - Significant physical or psychological event or illness that is debilitating to the student's academic performance;
    - Severe family emergency;
    - Other compelling personal reason.
  - c) **Competing Academic Conflict:** Students who are unable to write an Examination as a result of a competing academic conflict. The following competing academic conflicts may be considered:



- Three Final Examinations scheduled within a 24-hour period from the start time of the first Final Examination to the end time of the third Final Examination. The middle examination of the three will be the one considered;
- An In-term Examination that is scheduled outside of the regular class time and which conflicts with another scheduled class or In-term Examination.

**12.2. Requests for Consideration**

- a) Requests for consideration of missed In-term Course Work and Examinations must be made in accordance with the Procedures for Consideration of Missed In-term Course Work and Examinations. Considerations will only be granted where sufficient documentation is submitted.

**12.3. Options for Make Up Work**

- a) Students who are unable to submit In-term Course Work or attend an Examination may be required to make up the work in one of the following ways, at the discretion of the Faculty responsible for administering the course:
- Reweighting of the value of other course components;
  - Deferred Examination; or
  - Other such make up work as determined by the responsible Faculty.

**13. Failure to Write a Deferred Examination**

- 13.1.** A student who is granted a Deferred Examination to make up a missed Examination will receive a grade of zero if they do not write the Deferred Examination on the scheduled deferred examination date.
- 13.2.** A request to make up a missed Deferred Examination will only be considered where the student can demonstrate a need based on one of the acceptable grounds under this Policy.

**14. Supplemental Examinations for Graduate Students**

- 14.1.** In some circumstances, graduate students may be allowed to write one supplemental examination.
- 14.2.** The mark from a supplemental examination may replace or otherwise augment a mark previously obtained in an examination in the same course.
- 14.3.** Students should contact their graduate program director for more information concerning supplemental examinations.

**15. Final Grade Deadline and Submission**

- 15.1.** The submission deadline for Semester final grades is five calendar days after the last scheduled Final Examination in the Final Examination Period. Grades must

be submitted to the Office of the Registrar by 10:00 a.m. on the fifth calendar day.

- 15.2. The submission deadline for Session final grades is four calendar days after the last scheduled Final Examination in the Final Examination Period. Grades must be submitted to the Office of the Registrar by 10:00 a.m. on the fourth calendar day.
- 15.3. Final grades will be posted by the Office of the Registrar and will normally appear on a student's transcript within five calendar days following the grade submission deadline.
- 15.4. Course instructors may not post and/or release final grades to students prior to the posting of final grades by the Office of the Registrar.
  - a) For courses that do not include a Final Examination, instructors must withhold the component grade for a terminal piece of coursework until final grades have been released by the Office of the Registrar.

**16. Final Grade Deadline and Submission for Deferred Examinations**

- 16.1. The submission deadline for final grades of a Deferred Examination is five calendar days after the scheduled Deferred Examination. Grades must be submitted to the Office of the Registrar by 10:00 a.m. on the fifth calendar day.

**17. Retention and Access to Final Examinations**

- 17.1. Final Examination scripts are the property of the University and are retained in accordance with the University Records Classification and Retention Schedule.
- 17.2. A student has the right to view their Final Examination script and associated grade.

**MONITORING AND REVIEW**

- 18. This policy will be reviewed as necessary and at least every three years. The Registrar, or delegate thereof, is responsible to monitor and review this Policy.

**RELEVANT LEGISLATION**

- 19. This section intentionally left blank.

**RELATED POLICIES, PROCEDURES & DOCUMENTS**

- 20. Academic Staff Responsibilities with Regard to Students
  - Graduate Academic Calendar
  - Procedures for Final Examination Administration
  - Procedures for Consideration of Missed In-term Course Work and Examinations
  - Records Classification and Retention Schedule

Undergraduate Academic Calendar, as amended

Administrative Guidelines for Determining the Academic Schedule, as amended



Classification	ACD 1506.01
Parent Policy	Final Examination Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	January 17, 2017
Review Date	January 2020
Last Updated	Editorial Amendments, February 18, 2020
Supersedes	Undergraduate Academic Calendar, Section 5.25, June 2015  University Scheduling Guidelines and Protocols, Section 2, May 2012

## PROCEDURES FOR CONSIDERATION OF MISSED IN-TERM COURSE WORK AND EXAMINATIONS

### PURPOSE

1. The purpose of these Procedures is to ensure the consistent administration of requests to make up for missed in-term course work and examinations.

### DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Deferred Examination”** means an Examination written outside of the originally scheduled day and/or time.

**“Final Examination Period”** means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“In-term Course Work”** means any course work assigned during the Semester or Session.

**“In-term Examinations”** means an Examination held during a Semester or Session.

**“Semester”** means sixty days of lectures and a Final Examination Period.

**“Session”** means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination Period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

## SCOPE AND AUTHORITY

3. These Procedures apply to the request for consideration of all missed In-term Course Work and Examinations.
4. These Procedures do not apply to PhD candidacy exams, master's and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

## PROCEDURES

### 6. Submitting a Request for Consideration

- 6.1. In order to be considered for approval to make up missed In-term Course Work or an Examination, students must make a request that is:
  - a) Based on one of the acceptable grounds set out in the Examination and Grading Policy;
  - b) In writing, to the Faculty Office responsible for the administration of the course;
  - c) Within the specified, allowable timeframe. Note that timeframes vary depending on the grounds on which consideration is being sought;
  - d) On the appropriate form, where applicable; and
  - e) Accompanied by the required supporting documentation.
- 6.2. A Faculty Office, upon receiving a request, may request additional documentation as needed to support the request and/or make a decision.

### 7. Religious Observance

- 7.1. **In-term Course Work:** In order to request consideration for missed In-term Course Work on the grounds of a religious observance, the request must be submitted:
  - a) To the course instructor in writing; and
  - b) As soon as possible in advance and no later than seven working days prior to the submission deadline of the In-term Course Work.
- 7.2. **Examination:** In order to request consideration for a missed Examination on the grounds of a religious observance, the request must be submitted:
  - a) Using the Application for Deferred Final Examinations for Religious Observances Form; and
  - b) As soon as possible in advance and no later than 15 working days prior to:
    - The original scheduled date of the Examination(s) for In-term Examination conflicts; or

- The first day of the Examination Period for Final Examination conflicts.

## **8. Debilitating Physical or Psychological Illness or Event**

- 8.1. In-term Course Work:** In order to request consideration to make up for missed In-term Course Work on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:
- a) To the course instructor in writing;
  - b) Within three working days of missing the submission deadline of the In-term Course Work; and
  - c) With a Medical Statement Form that is:
    - Completed and signed by a duly licensed practitioner; and
    - Dated no later than 24 hours after the submission deadline of the In-term Course Work.
- 8.2. Examination:** In order to request consideration to make up for a missed Examination on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:
- a) Using the Application for Deferred Final Examinations Form;
  - b) Within three working days of the scheduled Examination date; and
  - c) With a Medical Statement Form that is:
    - Completed and signed by a duly licensed practitioner; and
    - Dated no later than 24 hours after the scheduled Examination date.
- 8.3. Attending an Examination While Incapacitated or Falling Ill During an Examination:** In order to request consideration on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance after attending an Examination while incapacitated, or after falling ill during an Examination, the student must:
- a) Contact their Faculty Office within two working days of the scheduled Examination; and
  - b) Within three working days of the scheduled Examination, submit a request that includes:
    - Application for Deferred Final Examinations Form;
    - Medical Statement Form that has been completed and signed by a duly licensed practitioner and is dated no later than 24 hours after the scheduled Examination date.

## **9. Family Emergency or Compelling Personal Reasons**

**9.1. In-term Course Work:** In order to request consideration to make up for missed In-term Course Work on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:

- a) To the course instructor in writing;
- b) Within three working days of missing the submission deadline of the In-term Course Work; and
- c) With sufficient documentation to support the request.

**9.2. 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:

- a) Using the Application for Deferred Final Examinations Form;
- b) Within three calendar days after the scheduled Examination date; and
- c) With sufficient documentation to support the request.

## **10. Competing Academic Conflict**

**10.1. Examination:** In order to request consideration to make up for a missed Examination on the grounds of a competing academic conflict, the request must be submitted:

- a) Using the Application for Deferred Final Examinations Form; and
- b) As soon as possible in advance and no later than 15 working days prior to:
  - The original scheduled date of the Examination(s) for In-term Examination conflicts; or
  - The first day of the Examination Period for Final Examination conflicts.

## **MONITORING AND REVIEW**

**11.** These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

## **RELEVANT LEGISLATION**

**12.** This section intentionally left blank.

## **RELATED POLICIES, PROCEDURES & DOCUMENTS**

**13.** Examination and Grading Policy

Application for Deferred Final Examinations

Application for Deferred Final Examinations for Religious Observances





Classification	ACD 1506.02
Parent Policy	Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	January 17, 2017
Review Date	January 2020
Last Updated	Editorial Amendments, February 18, 2020; Editorial Amendments s. 18, November 18, 2018
Supersedes	Undergraduate Academic Calendar, Section 5.25, June 2015  University Scheduling Guidelines and Protocols, Section 2, May 2012

## PROCEDURES FOR FINAL EXAMINATION ADMINISTRATION

### PURPOSE

1. The purpose of these Procedures is to provide direction for the effective administering and scheduling of Final Examinations.

### DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Deferred Examination”** means an Examination written outside of the originally scheduled day and/or time.

**“Final Examination Period”** means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final and Non-Comprehensive Final Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“Semester”** means sixty days of lectures and a Final Examination Period.

**“Session”** means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination Period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

### SCOPE AND AUTHORITY

3. These Procedures apply to the administering and scheduling of all Final Examinations.
4. These Procedures do not apply to PhD candidacy exams, master's and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

## **PROCEDURES**

### **6. Scheduling of Final Examinations**

- 6.1. All Final Examination enrolments will be captured after the last day to add courses in a given Semester or Session.
- 6.2. When submitting the list of course offerings each Semester or Sessions, academic units will indicate to the Office of the Registrar whether a Final Examination is to be administered for each course section. If a Final Examination is to be administered, the academic unit must also indicate the duration of the Final Examination.
- 6.3. The Final Examination period will normally consist of more than 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. Final examinations should only be held between 8:00 a.m. and 10:00 p.m.

### **7. Final Examination Requirements**

- 7.1. Students must present a current and valid Ontario Tech University student ID card, or a valid government issued ID that is in English at each Final Examination.
  - a) A student who fails to produce a current and valid Ontario Tech University student ID card or valid government issued ID that is in English will be required to leave the examination room and immediately obtain a substitute card from Campus ID Services. There will be no extension of the Final Examination permitted to compensate for the delay encountered.

### **8. Proctors**

- 8.1. Where necessary, each Faculty Office is responsible for assigning proctors for each Final Examination in order to ensure adequate supervision is provided. When assigning proctors, Faculties will ensure that:
  - a) Normally, there are two proctors for the first 100 students and an additional proctor for every 50 students after that.
  - b) Normally, there is both a male and female proctor assigned for each Final Examination.
- 8.2. Chief Proctor. The Office of the Registrar will designate a chief proctor for all Final Examinations scheduled in shared space involving different Faculties.

### **9. Final Examination Timing**

- 9.1.** Course instructors and proctors will arrive in advance of the scheduled Final Examination time in order to ensure adequate preparation ahead of the Final Examination. Arrival time is dependent on the location of the Final Examination:
- a)** Gymnasium: Instructor and proctors must arrive at least one hour prior to the scheduled start time of the Final Examination.
  - b)** Classrooms and Other Examination Rooms: Instructors and proctors must arrive at the examination room at least 30 minutes prior to the start of the Final Examination.
- 9.2.** Students will be permitted to enter the gymnasium, classroom or other examination room 20 minutes prior to the start of the Final Examination.
- 9.3.** Final Examination Start Time:
- a)** If the start of the Final Examination is delayed, the Final Examination will proceed with additional time allowed to compensate for the late start. The course instructor has the authority to extend the Final Examination time to compensate for time lost up to 30 minutes.
  - b)** Students will not be permitted to leave the Final Examination room for the first hour.
  - c)** Students arriving after the start of the official start of the Final Examination will be permitted to write the exam, but no additional time beyond that given to all students will be granted.
  - d)** Students will not be permitted into the Final Examination room after the first hour of a Final Examination. Students are advised to complete an Application for Deferred Final Examinations Form and to see an Advisor.
- 9.4.** Final Examination End Time:
- a)** Students will not be permitted to leave the examination room within the last 15 minutes of the Final Examination time.
  - b)** Students will remain seated and will not be permitted to leave the room until all Final Examination material has been collected.
- 10. Leaving the Examination Location During a Final Examination**
- 10.1.** A student may, with the permission of the course instructor or proctor, leave the examination room briefly if accompanied by an instructor or proctor.
- 11. Materials for Final Examinations**
- 11.1.** Permissible materials:
    - a)** Materials should be communicated clearly to students prior to the last day of lectures for the Semester or Session. This includes information regarding the use of textbooks, lecture notes, etc. Only those items authorized for use in the Final Examination are to be brought into the examination room.

- b) If an instructor will not be present at the Final Examination, a Final Examination Detail Form must be completed and communicated to the proctors on the day of the Final Examination.
- c) If calculators or other instruments are allowed, instructors should exercise care in specifying the exact type of instrument permitted.
- d) Personal items such as jackets, hats, bags, knapsacks, etc., are allowed in the examination location but are to be left at the front or back of the examination room and may be picked up at the end of the Final Examination.

**11.2. Laptops and Electronic Devices**

- a) For reasons of security, students should be discouraged from bringing their laptops into the examination room if they are not required for their Final Examination. If students do bring their laptops into the examination room, they should be directed to store them under their chairs.
- b) Any other electronic devices, unless explicitly permitted by the course instructor, are not permitted at the examination desk. Unpermitted electronic devices should be muted and left with personal belongs at the front of the examination room.
- c) The university is not responsible for lost or stolen items brought into examination rooms.

**12. Violations of Procedures for Final Examination Administration**

**12.1.** Where there are reasonable grounds to believe a violation of Procedures for Final Examination Administration has occurred, the student will be permitted to finish writing the Final Examination, however the course instructor or proctor has the authority to:

- a) Remove any materials or devices not authorized for use in the Final Examination and keep such materials until the student has completed the examination.
- b) Search through personal belongings to remove evidence of the violation (this must be done in the presence of the student and another proctor).
- c) Ask the student to produce evidence of the violation where the course instructor or proctor believes that the student has hidden it on their person – under no circumstances should the alleged offender be touched.
- d) Ask the student to move to a seat that is more easily monitored.
- e) Remove answer books and replace them with new ones.

**12.2.** At the conclusion of the Final Examination, the course instructor or proctor must:

- a) Make a note of the time and details of the alleged offence, any actions taken to mitigate the alleged infraction, and any refusal to cooperate;

- b) Explain to the student that the status of their Final Examination is in question and set it aside;
- c) Gather all evidence. Proctors should provide all evidence to the Course instructor at the first possible opportunity; and
- d) Complete a Final Examination Incident Report Form and submit it to the course instructor or faculty examination contact.

**13. Emergency Procedures**

- 13.1.** In the event of an emergency, the course instructor or proctor will follow the Final Examination Emergency and Disruption Directive provided by the Office of Registrar.
- 13.2.** If an emergency requires students to leave the examination room, all Final Examination materials will be considered void. All answer booklets will be destroyed without grading. The Final Examination will be rescheduled within the first week of the following Semester or Session and a new Final Examination script will be prepared.

**14. Disruption of Final Examinations**

- 14.1.** In the event of disruption, the course instructor or proctor will follow the Final Examination Emergency and Disruption Directive provided by the Office of Registrar.
- 14.2.** Conduct around the disruption of a Final Examination or conspiring to disrupt a Final Examination will be dealt with under the University's student conduct and disciplinary procedures in non-academic matters and/or criminal or civil proceedings as appropriate.

**15. Final Exam Accommodations**

- 15.1.** Students with Disabilities
  - a) Student Accessibility Services (SAS) works with instructors to provide alternative Final Examination accommodations for students with disabilities. Common alternative accommodations include extended Final Examination time, oral evaluation, scribing, test clarification, private location, alternative examination format, or adaptive technologies. Students must work with instructors and SAS staff at the appropriate location to identify their specific needs well in advance of the scheduled Final Examination time and be aware of the Final Examination registration deadlines.
  - b) Instructors will be advised by the SAS in writing of those students who have been approved for Final Examination accommodations. Final Examinations for these students must be submitted by the instructor or Faculty Office to the appropriate test centre three working days prior to the scheduled date of the Final Examination. Instructors can obtain completed Final Examinations from the test centre the following day. If a Final Examination is required in electronic format, instructors must submit their electronic Final Examination three working days prior to the scheduled date of the Final Examination.

**16. Student Access to Final Examination Scripts**

- 16.1.** A student who wishes to view a Final Examination script should submit a request in writing to the course instructor. The supervision of the viewing of the Final Examination script is the responsibility of the course instructor. In the event the course instructor cannot be reached, a student may contact the Faculty Office.
- 16.2.** Unless a clerical error has occurred, an instructor may not make changes to the final grade awarded in a course as a result of such a viewing.
- 16.3.** If a student has a concern regarding graded work, every effort should be made to make an appointment with the course instructor to resolve any issues quickly and informally. If any issues remain and a student wishes to dispute the final grade awarded, they should submit a Final Grade Reappraisal/Reconsideration to the Office of the Registrar within 10 working days following the release of the final grades.

#### **MONITORING AND REVIEW**

- 17.** These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

#### **RELEVANT LEGISLATION**

- 18.** This section intentionally left blank

#### **RELATED POLICIES, PROCEDURES & DOCUMENTS**

- 19.** Application for Deferred Final Examinations Form  
Examination and Grading Policy  
Incident Report – Violation of Examination Protocol [link to form]  
Final Examination Emergency and Disruption Directives  
Final Grade Reappraisal/Reconsideration  
Final Examination Chief Proctor Directives

Classification	ACD 1506.03
Parent Policy	Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	March 20, 2018
Review Date	January 2020
Supersedes	

## FINAL EXAMINATION CHIEF PROCTOR DIRECTIVES

### PURPOSE

1. The purpose of these Directives is to provide a framework to guide course instructors and proctors in the effective administration and supervision of final examinations.

### DEFINITIONS

2. For the purposes of these Directives the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“Chief Proctor”** means a designated individual assigned by the Registrar’s Office to oversee the administration and supervision of Final Examinations that involve students from different faculties that share the same examination room. The Chief Proctor will assist course instructors and proctors with the Final Examination preparation and completion. Please note that for single-section courses the instructor of the course is considered the Chief Proctor. For multi-section courses, the course coordinator normally serves as the Chief Proctor. If no course coordinator has been assigned, the Faculty will designate a Chief Proctor.

**“Proctor”** means a designated individual assigned by a faculty to assist with the administration and supervision of Final Examinations. Proctors are to follow the same Directives as outlined for Chief Proctors throughout this document.

### SCOPE AND AUTHORITY

3. These Directives apply to administration and supervision of Final Examinations.
4. These Directives do not apply to PhD candidacy exams, master’s and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is responsible for overseeing the implementation, administration and interpretation of these Directives.

## **DIRECTIVES**

### **6. Room Preparation**

- 6.1.** In preparation for a Final Examination, the Chief Proctor must:
- a)** Arrive at the examination room 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,
  - b)** Distribute examination materials (e.g. examination paper, Scantron, etc.) to each seat before students are permitted to enter the examination room, and
  - c)** Refer to the standard cover page sheet accompanying the exams for special seating instructions.

### **7. Student Entry and Attendance**

- 7.1.** Students will be permitted to enter a standard examination room 20 minutes prior to the start of an examination. If the Final Examination is scheduled in a gymnasium, students will be permitted for entry at least 20 minutes prior to the start of an examination. As students enter the examination room, the following announcements are to be made by the Chief Proctor:
- a)** “Students must present their current student ID card, or government issued ID that is in English prior to starting this examination. Please place your current student ID card, or government issued ID on your desk as soon as you are seated.”
  - b)** “If you do not have your valid student ID card, or government issued ID that is in English with you, please go immediately to the Campus ID Office to obtain a temporary card.”
- 7.2.** It is the responsibility of the Chief Proctor to confirm the attendance of students by verifying student ID cards, or government issued ID to the Final Examination class list at the time of the examination.
- a)** Students must present their student ID, issued for the current academic calendar year, or valid government issued ID at each Final Examination. Students should place their valid student ID card on their desk as soon as they are seated.
  - b)** If a student arrives late to the Final Examination, the Chief Proctor must check the student ID card or valid government issued ID as the student enters the examination room.
- 7.3.** If a student fails to produce a valid student ID card, or valid government issued ID they are required to immediately obtain a temporary examination card from Campus ID Office.
- a)** No extension of the Final Examination will be permitted to compensate for any resulting delays.



- 7.4.** If a student arrives after the start of the Final Examination, they will only be permitted to write the examination if arrival is within the first third of the examination (e.g. first hour for a three-hour examination, 40 minutes for a two-hour examination, etc.). No additional time beyond that will be granted.

**8. Examination Material**

- 8.1.** The Chief Proctor must ensure that only authorized items for use during the examination are to be at a student's desk.
- 8.2.** All personal belongings are to be left at the front or back of the examination room for pick-up at the conclusion of the final examination. These items include but are not limited to: jackets, hats, knapsacks/bags, phones, and personal devices.
- a)** Students are permitted to leave their wallet and/or a small purse under their examination chair for security reasons.
- 8.3.** The Chief Proctor must ensure that all hallways and emergency exits are cleared of personal belongings.

**9. Preliminary Announcements**

- 9.1.** Once the students are seated, the Chief Proctor will make the following announcements:
- a)** "Your attention please. This examination(s) is for [course name(s)]. Do not turn over, or begin writing the Final Examination, until you are instructed to do so."
- b)** "You will have exactly [duration] to complete the Final Examination. If you need to leave the examination room for any reason, such as to use the washroom or for a medical reason, then please raise your hand and someone will attend to you."
- c)** "You will not be permitted to hand in the Final Examination and leave the examination room during the first hour. You will also not be permitted to hand in the Final Examination and leave the examination room within the last 15 minutes. During this time, you must remain seated until the Final Examination time has expired."
- d)** "Please write your name and student number on each answer booklet."
- 9.2.** The Chief Proctor will then outline the evacuation protocol:
- a)** "In the event that there is a STAGE 1 Fire Alarm during this examination: You should remain at your desk and continue writing your examination. Personnel are on site to investigate the cause of an alarm and will report this to Security. Security will make a P.A. announcement to keep us advised. If it is determined to be a false alarm, the impact of the disruption will be assessed and the examination time may be extended up to 30 minutes."
- b)** "If the alarm goes into a STAGE 2 Fire Alarm, Security will make a P.A. announcement to evacuate. Security personnel will assist us in vacating the

building. At no time will you be directed to stay in a room in which your personal safety or security is at risk. If we are instructed to leave the examination room, you must do so as quickly and as safely as possible by the closest safe exit, leaving all personal belongings behind. All examination materials must be left on the desk.”

- 9.3. The Chief Proctor will then announce:
  - a) “The time is now [time]. The examination will end at [time]. You may begin.”
- 9.4. If the start of the examination is delayed, the examination may proceed with additional time of up to 30 minutes to compensate for the late start.

## **10. Examination Supervision**

- 10.1. While the examination is in progress, the Chief Proctor will quietly walk among the students.
- 10.2. The Chief Proctor must be sure to watch for students who have raised their hands for assistance.
  - a) If a student needs to use the washroom, a Proctor must accompany them there and have them return to the examination room as quickly and as quietly as possible. Only one student at a time is permitted to use the washroom.
  - b) Be cautious when answering questions that students may have regarding examination content. These cases should be addressed by the course instructor if possible.
- 10.3. The Chief Proctor will be alert to any suspicious behaviour referenced on the Incident Report – Violation of Examination Protocol Form provided.

## **11. Violation of Examination Protocol**

- 11.1. Where there are reasonable grounds to believe a violation of the examination protocol has occurred, the Chief Proctor has the authority to:
  - a) Ask the student to move to a seat that is more easily monitored.
  - b) Remove any materials or devices not authorized for use in the examination and keep such materials until the student has completed the examination.
  - c) Search through personal belongings to collect evidence of the violation. Ensure that this must be done in the presence of the student and another Proctor.
  - d) Ask the student to produce unauthorized material or devices where the Chief Proctor believes that the student has hidden it.
  - e) Record the questions that had been answered prior to the alleged violation on the Incident Report – Violation of Examination Protocol Form and the examination material if applicable.

- 11.2. Under no circumstances should the Chief Proctor touch the alleged offender.
- 11.3. In all cases, a student should be permitted to finish writing the final examination. At the conclusion of the examination, the Chief Proctor must make a note of the time and details of the alleged offence, including any refusal to cooperate, on the Incident Report – Violation of Examination Protocol Form.
  - a) The Chief Proctor should explain to the student that the status of their examination is in question and set it aside.
  - b) All evidence should be gathered for review of incident by the course instructor or faculty.
  - c) The Chief Proctor must submit the Incident Report – Violation of Examination Protocol Form to the Faculty’s Academic Advising Office.

**12. Examination Conclusion**

- 12.1. The Chief Proctor will make the following announcement 15 minutes before the end of the examination:
  - a) “Your attention please. The final examination will end in 15 minutes. Until this time, you will not be permitted to leave the examination room. Please remain seated until the examination time has ended.”
- 12.2. Once the examination time has expired, the Chief Proctor will make the following announcement:
  - a) “Your attention please. The final examination is now over. Please stop writing and place your examination material face down on your desk. You must remain seated until all examination papers have been collected. No talking please.”
- 12.3. Once all examination papers have been collected, the Chief Proctor will then announce:
  - a) “Thank you for your co-operation. You may now leave. Please make sure to pick up your personal belongings.”
- 12.4. The Chief Proctor will ensure the security of the examination material and delivery of it based on a prearranged and agreed upon location by the instructor.

**MONITORING AND REVIEW**

- 13. These Directives will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible for monitoring and reviewing these Directives.

**RELEVANT LEGISLATION**

- 14. This section intentionally left blank

## **RELATED POLICIES, PROCEDURES & DOCUMENTS**

### **15. Examination and Grading Policy**

Final Examination Emergency and Disruption Directives

Incident Report – Violation of Examination Protocol

Procedures for Final Examination Administration

Procedures for Consideration of Missed In-term Course Work and Examinations

Classification	ACD 1506.04
Parent Policy	Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	March 20, 2018
Review Date	January 2020
Supersedes	

## FINAL EXAMINATION EMERGENCY AND DISRUPTION DIRECTIVES

### PURPOSE

1. The purpose of these Directives is to provide a framework to guide course instructors and proctors in the event of a disruption during a final examination.

### DEFINITIONS

2. For the purposes of these Directives the following definitions apply:

**“Examination”** means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

**“Final Examination”** means an Examination scheduled during the Final Examination Period.

**“Chief Proctor”** means a designated individual assigned by the Registrar’s Office to oversee the administration and supervision of Final Examinations that involve students from different faculties that share the same examination room. The Chief Proctor will assist course instructors and proctors with the Final Examination preparation and completion. Please note that for single-section courses the instructor of the course is considered the Chief Proctor. For multi-section courses, the course coordinator normally serves as the Chief Proctor. If no course coordinator has been assigned, the Faculty will designate a Chief Proctor.

**“Proctor”** means a designated individual assigned by a faculty to assist with the administration and supervision of Final Examinations. Proctors are to follow the same Directives as outlined for Chief Proctors throughout this document.

### SCOPE AND AUTHORITY

3. These Directives apply to administration and supervision of Final Examinations.
4. This Policy does not apply to PhD candidacy exams, master’s and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
5. The Registrar, or successor thereof, is responsible for overseeing the implementation, administration and interpretation of these Directives.

## **DIRECTIVES**

- 6.** At no time will staff and students be directed to stay in an examination room in which their personal safety or security is at risk.
- 7. Fire Alarm**
  - 7.1.** In the event of a Stage 1 Fire Alarm, students will remain at their desks and continue writing their examinations. Personnel will be on site to investigate the cause of an alarm and will report this to Security. Security will make an announcement to keep everyone advised.
    - a)** If it is determined to be a false alarm, the impact of the disruption will be assessed and the examination time may be extended up to 30 minutes.
  - 7.2.** In the event of a Stage 2 Fire Alarm, Security will make an announcement to evacuate. Security personnel will assist staff and students in vacating the building. Staff and students will be instructed to leave the examination room as quickly and as safely as possible by using the closest safe exit, leaving all personal belongings behind. All examination materials must be left on the desks.
- 8. Evacuation**
  - 8.1.** In the event of an evacuation, Security will announce this measure and give directions on what to do. Staff and students must evacuate as quickly and safely as possible, leaving all personal belongings in the examination room.
  - 8.2.** Staff and students should meet at a location near the re-entry point to the examination building. Once an announcement has been made that re-entry into the building is permitted, the Chief Proctor will enter the examination room prior to students.
  - 8.3.** If the final examination had not begun prior to the evacuation, the Chief Proctor will assess the impact of the disruption and may extend the examination time up to 30 minutes.
  - 8.4.** If the examination had begun prior to the evacuation, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.
    - a)** The Chief Proctor will deliver the examination materials to the Faculty's administrative office.
- 9. Power Outage**
  - 9.1.** In the event of a power outage, the Chief Proctor will inform students to quietly remain in their seats until power is restored.
  - 9.2.** For extended outages that lead to an emergency closure of the campus, a PA announcement will be made to direct students to vacate the examination room.
- 10. Inclement Weather**

- a) In the event of severe inclement weather, the President and Faculty Dean will make the decision if an examination is to continue as scheduled. If the decision is made to cancel the final examination, students must evacuate the examination room.
- b) If the examination had begun prior to the evacuation, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.
- c) The Chief Proctor will deliver the examination materials to the appropriate Faculty Office.

**10.2.** A make-up date for the final examination will be announced by the faculty at a later date.

## **11. Medical Emergencies**

- 11.1.** In the event of a medical emergency, the Chief Proctor will contact Campus Safety (ext. 2400).
- 11.2.** In the event that a student becomes ill during the examination, the Chief Proctor will make arrangements to escort the student to the Campus Health Centre (located at the Campus Recreation and Wellness Centre).
  - a) If the student is unable to leave the examination room, the Chief Proctor will call the Campus Health Centre (905.721.3037) for a nurse to come to the examination room.
- 11.3.** If the medical event caused any delays in during the examination, the Chief Proctor will assess the impact of the disruption and can, at his or her discretion, extend the examination time up to 30 minutes to compensate for lost time.

## **12. Student Disruptions**

- 12.1.** In the event that a student is being disruptive during a Final Examination, the Chief Proctor will contact Campus Safety (ext. 2400).
  - a) If the student disruption causes any delays in during the Final Examination, the Chief Proctor will assess the impact of the disruption and can, at his or her discretion, extend the examination time up to 30 minutes to compensate for lost time.
- 12.2.** In the event that a disruptive student refuses to leave an examination room after Campus Safety intervention, the Chief Proctor may make arrangements for the Final Examination to be moved to another location (should one be available).
  - a) If there are no options for an alternate location, the Chief Proctor will confirm with students that all examination materials will be considered void and that answer booklets will be destroyed without grading. The Chief

Proctor will convey the message to students that a new examination will be prepared and rescheduled within the first week of the following semester.

#### **MONITORING AND REVIEW**

13. These Directives will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible for monitoring and reviewing these Directives.

#### **RELEVANT LEGISLATION**

14. This section intentionally left blank

#### **RELATED POLICIES, PROCEDURES & DOCUMENTS**

15. Examination and Grading Policy
  - Final Examination Chief Proctor Directives
  - Incident Report – Violation of Examination Protocol
  - Procedures for Final Examination Administration
  - Procedures for Consideration of Missed In-term Course Work and Examinations