

## ACADEMIC COUNCIL REPORT

---

### ACTION REQUESTED:

Recommendation   
Decision   
Discussion/Direction   
Information

DATE: 27 September 2022

PRESENTED BY: Graduate Studies Committee and Undergraduate Studies Committee

SUBJECT: Revised Final Examination Administration Procedures

---

### COMMITTEE MANDATE:

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval
- The Graduate and Undergraduate Studies Committees (GSC/USC) have a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments, and they have delegated authority under the Terms of Reference to approve Procedures, Directives, and Guidelines
- The GSC and USC have reviewed and approved the revised Procedure and are presenting to Academic Council for information

### BACKGROUND/CONTEXT & RATIONALE:

The Final Examination Administration Procedures revisions address a misalignment with our terminology used for invigilators, the reference to male/female assignments, and a misalignment of section 9.3.d) and section 7.4 of the [Final Examination Chief Invigilator Directives](#).

### CONSULTATION:

Online Consultation: May 2 2022 to May 13 2022

Administrative Leadership Team (written consultation): May 10 2022 to May 20 2022

Approval Authority: USC and GSC - Consultation May 2022; Approval June 2022

Academic Council for information: September 2022

**NEXT STEPS:**

After presentation to Academic Council for information, these Procedures will become effective as of the date of approval.

**SUPPORTING REFERENCE MATERIALS:**

- Final Examination Administration Procedures



Classification Number	ACD 1506.02
Parent Policy	Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	June 23, 2020
Review Date	June 2023
Last Updated	Editorial Amendments September 21, 2021
Supersedes	Procedures for Final Examination Administration; January 17, 2017; Editorial Amendments, February 18, 2020; Editorial Amendments s. 18, November 18, 2018; Undergraduate Academic Calendar, Section 5.25, June 2015; University Scheduling Guidelines and Protocols, Section 2, May 2012

## **PROCEDURES FOR FINAL EXAMINATION ADMINISTRATION PROCEDURES**

### **PURPOSE**

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

### **DEFINITIONS**

2. For the purposes of ~~these Procedures is 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 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](#) [University’s policy library](#).
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

## 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 valid physical or digital Ontario Tech University student photo ID, or a valid government issued photo ID that is in English at each Final Examination.
  - a) There will be no extension of the Final Examination permitted to compensate for the delay encountered if the student does not have the proper photo ID on hand.

### 8. Invigilators

- 8.1. Where necessary, each Faculty Office is responsible for assigning [Invigilators](#) for each Final Examination in order to ensure adequate supervision is provided. When assigning [Invigilator](#)s, Faculties will ensure that:
  - a) Normally, there are two [Invigilator](#)s for the first 100 students and an additional [Invigilator](#) for every 50 students after that.
  - b) ~~Normally, there is both a male and female assigned for each Final Examination.~~

**Commented [KB1]:** Review by Akeisha (Equity and Inclusivity Advisor)

**Commented [AL2]:** I suggest that we remove this completely as there is no need to specify that a male and female Invigilator is needed. We should not be asking invigilators to disclose their gender upon being hired and assigned to an exam. Nor should we be asking students to disclose their gender should they need to go to the washroom during an exam. This is problematic as it can potentially “out” a student or an invigilator publicly. Also, a separate but interconnected point, invigilators should not be going into the washroom with students. As shared, X University and York University both have final exam policies outlining the assignment of an invigilator and neither specify gender as being a condition for assignment.

- 8.2. Chief Invigilator. The Office of the Registrar will designate a chief Invigilator for all Final Examinations scheduled in shared space involving different Faculties.

## 9. Final Examination Timing

- 9.1. Course instructors and Invigilators 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 Invigilators must arrive at least one hour prior to the scheduled start time of the Final Examination.
  - b) Classrooms and Other Examination Rooms: Instructors and Invigilators 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.~~
  - ~~c) If a student arrives after the start of the Final Examination, they will only be permitted to write the examination if the 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). No additional time beyond that will be granted. Students will not be permitted into the Final Examination room after the first hour of a Final Examination.~~
    - Should the student arrive after the first third hour of the examination, they 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 Invigilator, leave the examination room briefly if accompanied by an instructor or Invigilator.

Commented [KM3]: Per amendment approved at USC, 21 June 2022.

## 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 [Invigilator](#)s 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 belongings 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 [Invigilator](#) 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 [Invigilator](#)).
- c) Ask the student to produce evidence of the violation where the course instructor or [Invigilator](#) 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 **Invigilator** 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. **Invigilators** 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 **Invigilator** 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 **Invigilator** 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. **Student Accessibilitys-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

**Commented [KB4]:** Editorial Change: should read, "Student Accessibility"

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

**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
- Final Examination Emergency and Disruption Directive
- Final Grade Reappraisal/Reconsideration
- Final Examination Chief ~~Proctor~~Invigilator Directives
- [Doctoral Candidacy Examination Policy](#)
- [Thesis Oral Examination For Master's and Doctoral Candidates Policy](#)