
Title:	Final Examination Policy - Guidelines for Implementation
Type:	Academic
Policy #:	AC100-15
Responsibility:	Centre for Organizational Learning and Teaching (COLT)
Approved by:	
Effective date:	
Revised:	
Review date:	

1. Student Responsibilities

- 1.1 “Students must put their official photo ID cards (or other photo ID in the case of CE students) in full view when writing a test or examination, whether in the classroom or in the gym. Full time students who do not have official photo ID will be permitted to write the examination with a substitute photo ID but they will be required to produce an official photo ID within 24 hours or, the next business day following weekends or holidays, or examination results will be void.”

Guideline – As the students enter the exam room, the invigilator should ask that official photo ID be placed in full view on the examination desk (e.g. upper righthand corner), for verification. A student without official ID should be asked to present alternative photo ID, and then report to the Program Chair or his or her designate within 24 hours, or the next business day following weekends or holidays, to present the official photo ID. An e-mail, phone call, or note should be provided to the Program chair to alert him or her to the student’s requirement to present this, so that confirmation can be returned to the faculty member once the requirement has been met.

- 1.2 Students are expected to arrive at the examination site on time. No student will be admitted more than 30 minutes after the examination has commenced, if any student has left the examination room. Those arriving later may be directed to the teaching department to petition for alternative arrangements. No student may leave within the first thirty minutes after the examination has commenced.

Guideline – Teaching department refers to the department where the student’s program is managed. It is recommended that a notation of the times involved are recorded on the examination attendance sheet, if the student arrives late or leaves early.

- 1.3 Cellular phones, personal audio equipment, and other electronic communication devices must be turned off and out of sight in the examination room unless specifically permitted by the course professor(s).

Guideline – Invigilators should verbally remind the students of this aspect of the policy just prior to the start of the examination. As many publisher and course resource materials are now available in MP3 format, listening to audio devices may facilitate cheating.

- 1.4 Bags and books are to be deposited in areas designated by the invigilator, usually under the chair occupied by each student.

Guideline – It is recommended that all personal belongings be placed under the student's chair at the examination table or desk, or behind the chair if it does not obstruct a safe walking path.

- 1.5 Students may not bring food into the examination room, unless medical authorization is provided. Water may be consumed in the examination room, provided this is done in a non-disruptive manner.

Guideline – It is recommended that students who arrive with another beverage or food item and who do not have medical authorization, be given the option to consume them outside the examination room and join the examination which may have begun, or put the items away until after the examination, or discard them.

- 1.6 In the case of a personal emergency of any sort (e.g., illness), students are to inform an invigilator of their circumstances and request assistance or permission to leave the examination room, as circumstances warrant.

Guideline – It is recommended that the invigilator request the assistance of another student in the examination room to accompany the student to the Campus Security office, or by going to the Campus Security Office, or turning on a personal cell phone and calling the Security office for assistance. The invigilator should assure the third-party student that this/her resumed participation in the examination will be accommodated.

- 1.7 Students have a right to ask an invigilator for clarification if aspects of the examination are unclear, but should be aware that invigilators will not answer any question that is deemed to infringe on examination integrity.

Guideline – It is recommended that the student be asked to restate the question for themselves, to allow for perception checking by the invigilator, and the invigilator should calmly express that they are unable to answer where answering the question may infringe on exam integrity.

- 1.8 Students shall not communicate with one another in any manner whatsoever, during the examination, unless permitted by the invigilator.

Guideline – It is recommended that the invigilator remind students of this aspect of the policy before the exam begins, and ask that any questions of another student (e.g. for an eraser, Kleenex, pen, the time) be asked through the invigilator.

- 1.9 Students who bring any unauthorized material into an examination room or who assist or obtain assistance from other students or from any unauthorized source are liable to penalties under the Student Code of Conduct, Academic Honesty and Plagiarism Policy, and Grade Appeals Policy including the loss of academic credit and expulsion.

Guideline – It is recommended that if an occurrence of improper use of authorized materials is observed during the examination, that the materials involved, be removed, but that the student be allowed to continue the examination. The invigilator should

document the incident and circumstances and provide this information to the office of the Program Chair.

- 1.10 At the conclusion of an examination, all writing shall cease. The invigilator may seize the papers of students who fail to observe this requirement, and a penalty may be imposed at the discretion of the professor

Guideline – It is recommended that the student be firmly asked to stop writing and hand in their paper. If the student continues to write after being asked to stop, the invigilator should make a notation of this and record the time on the examination when it is received. If a penalty is to be applied by the professor (e.g. not marking a question answered after the time ended, etc), it is recommended that the program chair or coordinator be consulted and advised to ensure consistency in the application of penalties.

2. College Responsibilities

- 2.1 Written examinations (including take-home examinations) shall not be held during the last two weeks prior to the term final examinations, except where a pattern of continuous evaluation has been established. In which case, the total value of examinations given in this period shall comprise no more than 10% of the final mark.

Guideline – It is recommended that faculty and chairs discuss this issue of assessment and evaluation in the course outline development and revision phases of curriculum work to ensure that appropriate time frames are reflected. A topical outline is strongly recommended to facilitate both planning of delivery and communication to students.

- 2.2 Each course outline that is provided to students must outline the evaluation methods. If the examination in a course constitutes 25% or more of the final mark, it shall be given as a final written evaluation; it shall take place during the examination period after the last day of scheduled lectures (week 14). A final examination may not count for less than 25% and not more than 40% of the final grade. Projects, clinical work, and co-op are excluded. Other exclusions may include external certification requirements. Written permission must be obtained from the Dean of the School to exceed the 40% maximum or to schedule an examination outside of the examination week.

Guideline – It is recommended that any external accreditation or certification requirements that stipulate the percentage weight of a final examination be discussed in the course outline development and revision phases of curriculum work, and identification of exceptions can be referred to the appropriate Dean for approval.

- 2.3 Some courses may require that a student obtain a passing grade on the final examination in addition to the requirement for an overall passing grade in the course. A student who has maintained a passing grade until the final examination, but fails the course as a result of failing the final examination, will be permitted to write one supplemental examination. This supplemental examination should normally occur within two weeks after the final grades are posted.

Guideline – It is recommended that faculty and chairs consider the potential need for a supplemental version of the final examination and identify an alternate examination or the process that will be used to develop one, if the need arises.

- 2.4 Students shall be informed of all course requirements at the beginning of the semester. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of the semester.

Guideline – A topical outline is strongly recommended to facilitate both planning of delivery and communication to students.

- 2.5 Any test or examination that is written by more than 40 students in most cases would benefit from the supervision of two invigilators. When sections reach a critical mass, final examinations may be held in a suitable space such as a gym and maintain an appropriate ratio of students to invigilator

Guideline – It is recommended that faculty and chairs review CAAT 2 numbers to confirm official class sizes, when planning for examination scheduling.

- 2.6 The invigilator must make every attempt to remain in the examination room for the duration of the examination to ensure the integrity of the examination and the safety of all students. If assistance is required during the examination, invigilators should attempt to contact a floater or security personnel by the use of a personal cell phone if they have one, a request to the class for a student to offer the use of an individual cell phone, or request a student in the examination room, or college employee passing in the corridor, to go the program department office or security office with a request for assistance when invigilating. In serious emergency situations, if immediate assistance cannot be obtained, then any cell phone available should be used to call “911”, or a student in the examination may be asked to go the nearest phone to make this call. If it is necessary to involve a student in emergency measures, the invigilator may assure the student that steps will be taken to ensure his/her completion of the exam supplementally.

Guideline - It is recommended that floaters be assigned by Program Chairs assigned to visit examination rooms during the examination session. If an urgent situation arises, and invigilators have a personal cell phone, they are encouraged to use it to call the program department or Security for assistance. If this is not possible, it is recommended that the invigilator request another student in the examination room to assist by accompanying the affected student to the Campus Security office, or by going to the Campus Security Office, or turning on a personal cell phone and calling the Security office for assistance. The invigilator should assure the third-party student that this/her resumed participation in the examination will be accommodated.

- 2.7 Conflicts and Special Considerations Item - Students must report such conflicts in writing to their professor as soon as possible. Appropriate documentation may be required.

Guideline – It is recommended that a form be developed and made available through the Registrar’s Office for students to complete and present to their faculty member to petition for alternate arrangements.

- 2.8 Disruption of an examination that has already started Item - A fire alarm results in immediate evacuation of the building. All examination materials must be left on desks. The invigilator is responsible for determining whether the examination can be re-started, or whether the examination should be cancelled and a makeup scheduled. The invigilator should attempt to confer with the program chair or his or her designate

by phone or in person, to assist the invigilator in making the decision. Make-up examinations will be written at an alternate scheduled date and time, in a place to be clearly designated.

Guideline – It is recommended that the invigilator instruct students to pick up their examination papers and written materials and hand them to the invigilator as they exit the examination room as quickly, quietly and safely as possible. This will facilitate maintaining the integrity of the examination and increase the likelihood of restarting the examination if the disruption time is less than 15 – 20 minutes.

3. Invigilator Responsibilities

- 3.1 To ensure that the seating arrangements for the students and the space between desks respect the integrity of the examination process.

Guideline – It is recommended that a respectful, polite and firm manner be used in asking students to change their seating positions.

- 3.2 To safeguard the integrity of the examination. This includes monitoring student conduct during the examination and acting upon all observed instances of cheating, or contravention of the student responsibilities for examination conduct as set out above, and/or the Student Code of Conduct.

Guideline – It is recommended that the invigilator does not attempt to read, mark papers or attend to other work while in the examination room, and moves about the room while students are writing. If invigilators have mobility limitations, it is recommended that they try to change their seated location as frequently as possible.

- 3.3 To ensure that all students sign into the examination and identify themselves through presentation of a valid Centennial photo-ID card or an official photo-ID.

Guideline – It is recommended that the invigilator should ask that official photo ID be placed in full view on the examination desk (e.g., upper right-hand corner), for verification.

- 3.4 To attempt to summon a floater or security for assistance in case of personal emergencies (e.g. student illness, disruption, etc.) or in cases where a student and/or examination paper must be removed from the examination room and stored for confidentiality.

Guideline - It is recommended that floaters be assigned by the Program Chair to visit examination rooms. If an urgent situation arises and the invigilator has a personal cell phone, he/she is encouraged to use it to call the program department or Security for assistance. If this is not possible, it is recommended that the invigilator request the assistance of another student in the examination room to accompany the student to the Campus Security office, or by going to, or turning on, a personal cell phone and calling the Security office for assistance. The invigilator should assure the third-party student that his/her resumed participation in the examination will be accommodated. At the start of the examination, students may be advised that washroom breaks will be allowed with accommodation documentation only, and that any student leaving the examination room must hand in their examination as completed. Encourage any student who thinks that he or she may require a washroom break to take one before

accepting the examination paper and advise him/her that the time taken cannot be made up.

4. Final Examination Review

- 4.1 Final examinations should be retained for one year by the College (from the date of last use); however, it's college policy to make final examination papers available to students for review upon request.

Guideline – It is recommended that the student be allowed to view a photocopy of their final examination (to ensure the integrity of the original document) in a supervised setting in the appropriate department or school.

5. Use of Dictionaries in Tests and Examinations

- 5.1 Each faculty and the chair should determine the use or not of dictionaries in their class, test or examinations, to best suit the need of learning objectives, the students, the academic freedom, and based on the consensus of the teaching group.

Guideline – It is recommended that invigilators remind students of the suitability of dictionary use. If hard-copy dictionaries are allowed for use, invigilators should inspect the dictionary and if extensive notation exists that would compromise the integrity of the examination, the student should be advised.

6. Academic Appeals

- 6.1 Students have the right to appeal any action or decision that may affect the ultimate evaluation of their performance in a course or program. Academic appeals are limited to matters affecting evaluation or decisions on Admission, Re-admission or Prior Learning Assessment and Recognition. The Grade Appeal form is available from any Registrar's Office. See the Grade Appeals Policy and Procedures.

Guideline – It is recommended that this be included in student guidelines.

7. Cross References to Other Existing Policies or Regulations

- Academic Honesty and Plagiarism Policy
- Academic Honesty and Plagiarism Procedures
- Disruptive Student Behaviour in the Classroom and Other Learning Environments Policy
- Grade Appeals Policy
- Student Code of Conduct Policy