
Title:	Final Examination Policy and Procedures
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Responsibility:	Academic Policy and Procedures Committee
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1. Introduction

Final examinations are held in most programs at the end of each term. Students must not plan activities or make travel arrangements to leave Toronto prior to the scheduled end of any examination period.

In some programs and/or courses, there is no final examination; standing in these courses is determined on the basis of term work and class tests.

The environment in which examinations are conducted should be a positive one in which students are able to concentrate, reflect, and generally demonstrate what they have learned, with a minimum of disruption and uncertainty.

The integrity of the examination process depends on everyone respecting the established rules and accepting their responsibilities in a consistent manner.

Every effort will be made to ensure that the responsibilities, rules of conduct, and regulations governing the administration of examinations are well publicized so that the responsibilities of students, invigilators, schools and departments, and the College as a whole are clearly understood before the examination period begins.

2. Student Responsibilities

All students are responsible for knowing the College Final Examination Policy and the Student Code of Conduct. Students should also consult with their Student Association and with their school or professor for information specific to their department or course.

Students are responsible for checking the date, time and place of writing of each of their examinations by consulting examination schedules posted on notice boards on campus or on myCentennial.

Students requiring special consideration are responsible for providing enough information/evidence and communicating any problems or concerns including any special needs or the need for accommodation to their professor in support of the request to ensure that an informed decision can be made. The College will make every effort to accommodate the student's special needs, i.e. family status and/or disability.

Students are obliged to produce official photo identification at any time during the semester when requested to do so by any professor (the official piece is the Centennial Student Card). This Policy is also indicated in the course outlines and in the examination instruction sheet.

Students must put their official photo-ID cards in full view when writing a test or examination, whether in the classroom or in the gym. Students who do not have official photo-ID will be permitted to write the examination with a substitute photo-ID (such as provincial health card with photo, driver's license, etc.) If this occurs, the student will be required to produce a photo-ID within 24 hours of the examination, or the next business day, following weekends and holidays, to be shown to the program chair or his or her designate, or examination results will be void.

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 already 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.

Students may bring into the examination room only those aids or resources that have been specified by the course professor(s) in the course outline and in the examination instruction sheet.

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).

Bags and books are to be deposited in areas designated by the Invigilator, usually on the floor under each chair occupied by a student.

Students will 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.

In 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.

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.

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

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 Policy and Procedures and the Academic Honesty and Plagiarism Policy and Procedures, including the loss of academic credit and expulsion.

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.

3. College Responsibilities

These regulations shall apply to all course levels that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.

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

With all courses that do not have mid-terms, such as condensed courses, only the final examinations will be held during the last week of the course.

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 examination; and 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 work 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.

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 a course. A student who is passing the course, but fails this 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.

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 class.

The College will make every effort to ensure that examination rooms are supportive environments that are quiet and free from unnecessary and unreasonable disruption, and are suitable in terms of temperature, workspaces, cleanliness, and configuration.

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.

Students will be provided well before the examination period, by 10 business days at least, with clear listings of examination locations, times, and lengths.

Students will have no more than two examinations in a day.

All examinations scheduled for the same time in a given room must commence at the same time.

Unless authorized by the Dean, when sections are writing a final test or examination at different times, a different test or examination is required for each time period.

The invigilator must make an attempt 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, the invigilator should attempt to contact a floater or security personnel by the use of a personal cell phone (if having one), a request to the class for a student to loan the use of an individual cell phone, or ask a student in the examination room, or a college employee passing in the corridor, to go to the program department office or security office with a request for assistance for the invigilator. 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 session may be asked to go to 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 their completion of the exam supplementally.

3.1 Conflicts and Special Considerations

A conflict is considered to exist when a student has two examinations that are scheduled to be written at the same time on the same day. Three consecutive examinations in a calendar day are also considered a conflict.

A Religious Conflict exists if a student has religious commitments that prevent him or her from writing a scheduled examination. Please see the **Guidelines for Religious Accommodation document for the list of religious holidays**. Students must report such conflicts in writing to their professor as soon as possible. Appropriate documentation may be required.

Whenever possible, conflict examinations will be written on the same day as the scheduled examination, in a room set aside for such examinations. The examination of the course that is not part of the typical model route in a given semester will be the one written in the conflict room.

Requests for alternative examination times/dates on grounds other than religion will be granted in exceptional circumstances involving health problems or other mitigating circumstances beyond the student's control. Work schedules, and discretionary arrangements such as travel plans, are not considered to be acceptable grounds. Such a request must be made to the professor within one week of the announcement of the examination schedule. If the request is granted, it is for the professor to determine an alternative time and date.

Students with disabilities who require special arrangements for writing their examinations must submit their requests to the Centre for Students with Disabilities. Please see the Centre for Students with Disabilities for details.

If students are unable to write an examination due to a medical problem or unforeseen family problems, they should immediately contact their professor for advice. In exceptional and well-documented circumstances (i.e. unexpected family problems, serious illness or death of a close family member), students should be able to write a make-up examination to replace an examination missed.

3.2 Disruption of an Examination that has Started

A fire alarm results in immediate evacuation of the building. All examination papers and written materials must be handed to the invigilator as members of the class exit the examination room. The invigilator is responsible for determining whether the examination can be re-started, or whether the examination should be cancelled and a make-up examination 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.

3.3 Cancellation of an Examination Session or an Examination Date

An examination session refers to a single time slot, such as Tuesday 8:30-10:30 a.m.; an examination date refers to an entire day of examinations.

In the case of cancellation of a single examination session, the examination will be rescheduled for an alternate date in a place to be established and identified at the time the examination schedule is published.

The College will provide students with the means to obtain timely information concerning rescheduled examinations with notices on myCentennial and the College main telephone voice mail.

4. Invigilator Responsibilities

To be familiar with the examination policy and procedures.

To see that an examination starts, takes place and finishes in an orderly and timely manner in accordance with the College's Final Examination Policy and Procedures, the Student Code of Conduct and related appeals procedures, and the Disruptive Behaviour in the Classroom Policy and Procedures, the Academic Honesty and Plagiarism Policy and Procedures and relevant school/program practices.

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

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

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

Students who do not have official photo ID will be permitted to write the exam but are required to produce an alternate photo ID within 24 hours or the next business day, following weekends and holidays, to the program chair or his or her designate, or the examination results will be void.

To attempt to summon a floater or security for assistance in case of personal emergencies (e.g. student illness, disruption etc.).

To provide students with clarification of ambiguous aspects of the examination paper as appropriate, and to help students in any way that does not impinge on the integrity of the examination.

To assume primary responsibility for response to an external emergency, such as fire alarms, according to the guidelines outlined in this policy. In such circumstances, safety and security always take priority over other considerations. When an alarm is sounded, the area is to be evacuated immediately.

5. Final Examinations Review

Final examinations should be retained for one year by the College; however, it's college policy to make final examination papers available to students for review on request.

Because of confidentiality, students cannot see the papers or marks of other students.

6. Use Of Dictionaries In Tests And Examinations

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 the learning objectives, the students, the academic freedom, and based on consensus of the teaching group.

7. Academic Appeals

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, Readmission or Prior Learning Assessment and Recognition. See the Grade Appeals Policy and Procedures. The appeals form is available from the Registrar's Office.

8. References

8.1 Summary Report of the Working Group on Examinations, Queen's University, February 7, 2001

8.2 Examination regulations, McGill University

9. Cross References to Other Existing Policies and Procedures

9.1 Final Examination Policy Guidelines for Implementation 2007

9.2 Other Internal Policies and Procedures:

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