



<b>Policy Title</b>	<b>Final Examinations (FINAL – Dec. 16, 2019)</b>
<b>Policy Number</b>	<b>1</b>
<b>Policy Category</b>	<b>Academic Policies</b>
<b>Policy Responsibility</b>	<b>Dean of Theology (SMC)</b>

**1. POLICY STATEMENT**

This policy relates the College's emphasis on the importance of final examinations as an important method of evaluation for undergraduate education for students, particularly during their first two years of study. Courses at the College will include a final examination as an appropriate means of measuring a student's mastery of the objectives of a course. A final examination will account for no less than 20% and no more than 40% of a student's final grade in a course. Any exceptions to this policy must be indicated in the syllabus and approved by the Dean.

The following will apply to all final examinations at the College:

- All course syllabi must specify if a final examination is part of the evaluation criteria of the course and specify the value of the examination to the overall course grade.
- Final examinations will only be given during the scheduled examination period.
- The final examination period for each academic year will be published annually on the College website and will be posted in the Registrar's Office as part of the College's Academic Dates.
- The final examination schedule will be published by the Office of the Registrar a minimum of eight weeks before the final day of classes in each semester and three weeks before the final day of classes in the Summer I and Summer II terms.
- Final Examinations are normally scheduled for three hours.
- Students will not be required to write more than two final examinations in a 24-hour period.
- Faculty members are responsible for invigilating and evaluating final examinations. Alternate invigilators may be appointed in consultation with the Dean and/or Registrar.
- All final examinations will be retained in the Dean's Office for no less than one year from the date the exam was written. After a period of one year, all retained exams may be destroyed in a manner approved by the College.
- All final examinations are governed by College policies on Academic Honesty and Academic Appeals.



## FINAL EXAMINATION CALENDAR REGULATIONS

### CONDUCT OF STUDENTS IN FINAL EXAMINATIONS

- Students must present appropriate identification upon entering the examination site. Appropriate identification is defined as a student identification card or a piece of government issued photo ID.
- Students are not entitled to write a final examination if they enter the site more than 30 minutes after the scheduled examination start time, nor are students permitted to leave the examination site within 30 minutes of the examination's start time.
- Students must not leave their seat or the examination site without permission of the invigilator. Students leaving the examination site before the conclusion of the examination without permission of the invigilator may forfeit their right to return to the examination site.
- No books, papers, materials or devices may be in the possession of a student in the examination site except by permission of the invigilator. Laptop computers, tablets, mobile phones, handheld electronic devices, or like devices must be powered down and may not be in the possession of a student in the examination site without the express permission of the invigilator.
- Food and beverages, other than water, are not permitted in the examination room, unless permitted by the invigilator.
- Students must not communicate in any way with other students in the examination site. Students who are suspected of communicating in any form with another student in the examination room or with an individual outside of the examination room will be required to leave the examination site immediately and will forfeit their right to have the examination evaluated.
- Students may ask questions in the examination by signaling the invigilator in a manner which does not disrupt other students.
- No material relating to the examination may be removed from the examination site without permission of the invigilator. Students must turn in all examination materials, including rough work and notes, upon leaving the examination site. Under no circumstances will College examination booklets be removed from the examination site.

### CLASS ATTENDANCE AND FINAL EXAMINATIONS

The College regards class attendance as an important contributor to academic success. At the discretion of a faculty member, students who miss 25% or more of their classes, regardless of whether the absences are avoidable or unavoidable, may be excluded from the final exam. This policy also applies to online courses.

### SUCCESSFUL COMPLETION OF FINAL EXAMINATIONS

At the discretion of the faculty member and with the approval of the Dean, a student may be required to pass a final examination in order to receive a passing grade in the course. This requirement must be clearly outlined in the course syllabus.



### MISSED FINAL EXAMINATIONS

A student who is unable to attend the final examination must notify the faculty member (and copy the Dean) to provide a satisfactory explanation within 48 hours of the missed scheduled final examination time and request the possibility of a make-up examination. The faculty member may request supporting documentation. If appropriate, the faculty member may reschedule the final examination.

### RELIGIOUS HOLIDAYS/FINAL EXAMINATION SCHEDULE

The College recognizes that students may find themselves, for religious reasons, unable to write a final examination as scheduled. In these circumstances, students are expected to notify the faculty member and the Dean at least four weeks prior to the scheduled date of the final examination. Alternate arrangements may be made to reschedule the examination or evaluate the student by other means.

### ACADEMIC ACCOMMODATION FOR FINAL EXAMINATIONS

The College will provide academic accommodations as per its policy on Academic Accommodation for Students with Special Needs and may provide alternate arrangements for students with a documented disability. All accommodations for final examinations will be reasonable and appropriate to meet the student's documented requirements.

### STUDENT ACCESS TO FINAL EXAMINATIONS

Students may have supervised access to their final examinations after the final grade for the course has been released. Access to the final examination will, on the written request by the student within 30 days of the final grades being released, be supervised in a confidential setting by the faculty member of the course or a designate. At no time is a student permitted to retain a copy of the final examination, nor copy, photograph or reproduce the exam in any way. A review of the final examination is strictly for pedagogical purposes in order to provide feedback on the examination and performance in the course. At no time does the review constitute a reassessment of the grading of the examination or the final grade in the course. A student wishing to seek reassessment of the examination or final grade in the course must follow the procedure outlined in the College's policy on Academic Appeals.

### COLLECTION, USE AND STORAGE OF FINAL EXAMINATIONS

Final Examinations are the property of the College and are retained for a period of one year from the date of the exam. Final examinations are to be collected from faculty by the Dean's Office at the end of each final examination period and are to be stored in a secure location. Final examinations are retained and may be accessed for the purposes of academic appeal, course review, and/or review of a final examination with a student. Final examinations are shredded or destroyed after one year as per the College's record retention practices.



**2. PURPOSE/OBJECTIVES**

This policy and its associated regulations are in place to direct all aspects of final examinations at the College and they include the responsibilities of all relevant departments, faculty, students, invigilators, and Deans. They also outline regulations regarding the publishing of exam schedules, the conduct of students in examinations, the administering of examinations on campus, off-site, and online, and a student's access to final examinations.

**3. SCOPE**

This policy applies to all courses that include a final examination.

**4. PROCEDURES**

Appendix A – Procedure for Final Examinations  
Appendix B – Procedure for Student Access to Examinations

**5. RELATED POLICIES OR LEGISLATION**

Academic Appeals  
Academic Honesty  
Grading Practices  
Academic Accommodations  
Attendance

<b>History</b>	
Origination Date	November 29, 2019
Effective Date (Term)	January 2020
Amendment Date(s)	
Next Review Date	[3 years after date of approval]



**Appendix A – Procedures for Examination Invigilation**

- 1) If the invigilator will be late or absent for an exam, that person must contact Enrolment Services, so that coverage can be arranged for the exam.
- 2) Exam booklets can be picked up at the Main office. Unused exam booklets are to be returned to the Main office.
- 3) Students must leave their books, bags, jackets, etc. at the front of the classroom before the exam begins.
- 4) No student shall be permitted to enter the examination room after the expiration of one-half hour from the scheduled starting time, or to leave during the first half hour of the examination.
- 5) All electronic devices including digital watches, cell phones and portable computers of all kinds must be turned off and left in a bag or jacket in the front of the classroom. Cell phones and all other electronic devices shall not be in a student's possession during the exam without prior permission.
- 6) Students may not normally use the restroom during an exam except for urgent necessity. Students should be reminded to use the restroom before the exam begins and the invigilator will clearly inform the class about this matter.
- 7) Students shall present an identification card with a photo to verify their identity in order to take an examination.
- 8) Exam rooms shall not be left unlocked and unattended. Invigilators will check that table tops are free of writing before and after exams.
- 9) Students suspected of any of the following, or any other similar practices, shall be immediately dismissed from the examination by the examiner/invigilator, and may be subject to disciplinary action:
  - speaking or communicating with other examination candidates, unless permitted by faculty member;
  - purposely exposing written papers to the view of other examination candidates; purposely viewing the written papers of other examination candidates;
  - using or having visible at the place of writing any books, papers, electronic devices or other memory aid devices other than those explicitly authorized by the faculty member / invigilator(s).





## **Appendix B – Procedure for Student Access to Examinations**

Final Examinations are property of the College and are retained by the College for a period of one-year from the date of the exam being held. Final examinations are to be collected from faculty members by the Dean's Office at the end of each final examination period and are to be stored in a secure location. Final examinations are retained and may be accessed for the purposes of academic appeal, course review, and/or review of a final examination with a student. Final examinations are shredded or destroyed after one-year.

When students request access to their final examinations, the following procedures must be followed:

### **Request to Access Final Examination:**

- A request to access the examination must be made to the faculty member, in writing, within 30 days after the final grade in the course has been released.
- In cases when the course was taught by a sessional faculty person who is no longer on contract with the College, the request must be made in writing to the Dean and the Dean (or designate) will administer the review.
- The faculty member will respond to the request and will schedule a time for a supervised review of the examination with the student as soon as possible.
- If the faculty member does not comply with the above procedures, the student may make the request to the Dean.

### **Review of the Final Examination:**

- The review of the examination will be held between the faculty member and student in a supervised and confidential setting.
- At no time is a student permitted to receive a copy of the final examination, nor have access to a camera or other device to take copies of the final examination.
- The review of the final examination is strictly for pedagogical purposes in order to provide feedback on the examination and performance in the course. At no time does the review constitute a reassessment of the grading of the exam or the final grade in the course.

### **Appeal of Final Examination or Final Grade:**

1. The review of the final examination is strictly for pedagogical purposes and is not an appeal of grading. Any appeal of the final examination or final grade in a course must be made through the Academic Appeals policy.