

F1007 – FINAL EXAMINATIONS

PROCEDURES

Final Examination Schedule

1. The Registrar, or delegate, will create the Final Examination Schedule.
2. First-half semester courses will not be included in the Final Examination Schedule. The instructor shall schedule the final examination on the designated examination days.
3. Requests for final examinations longer than two hours for courses numbered 2999 or lower shall be sent to the final examinations scheduling team by the Department Chair/Coordinator.
4. The Registrar will post the Preliminary Final Examination Schedule no later than the second month of each semester.
5. The Registrar will post the Final Examination Schedule no later than the third month of each semester.

Request for Rescheduling of Examination(s)

6. To request rescheduling of a final examination, students must send copies of their examination schedule and a completed copy of the “Application for Adjusted Examination Schedule” form to one of their instructors whose exams are affected.
7. Both instructors are responsible for resolving the scheduling conflict to meet the needs of the student and will indicate the result on the Application for Adjusted Examination Schedule form. The student is responsible for returning the form to the Registrar.
8. The Accessibility Services Department will notify the instructor and the Registrar for cases where a student has an approved accommodation.

Request for Exemption

9. Examinable status of a course is approved by Education Council. A request for a one-time change to examinable status can be made using the Emergency Change to Examinable Status form. Future requests for the same course will not be approved and must be made via submission of Course Change form to Education Council.
10. Changing the examinable status may affect articulation. Consult with the British Columbia Council on Admissions & Transfer for more information and/or the appropriate articulation committee.

Additional Invigilators

11. When assistance for invigilation is requested, or when an instructor has more than one exam scheduled for the same time in different rooms, additional invigilators will be assigned. Additional invigilators can be requested at the time the exam preference document is distributed. Additional invigilators will then be assigned by RES.
12. Additional invigilators will be designated on the Final Examination Schedule.

13. All instructors are required to verify if they have been assigned additional invigilation duties.
14. The primary instructor is responsible for preparing, duplicating, storing, and distributing exams for all their sections, and must ensure that additional invigilators receive the correct number of exams, appropriate additional supplies, and any other material or information necessary for administering the exam.

Emergency Invigilators

15. Instructional departments will create a short list of Emergency Invigilators to be on-call for the designated invigilators in the case of emergencies.
16. All departments will be required to ensure that the Emergency Invigilator can access the examination. If the examination is not available, the Emergency Invigilator will cancel the examination. The instructor responsible for the course will then be responsible for rescheduling the examination.