

## **F1007 – FINAL EXAMINATIONS POLICY**

### **PROCEDURES**

#### **Posting Examination Schedules**

1. The Registrar will post the Preliminary Examination Schedule no later than the second month of each semester.
2. The Registrar will post the Final Examination Schedule no later than the third month of each semester.

#### **Request for Rescheduling of Examination(s)**

3. Final examinations will be rescheduled for any student who has:
  - Two or more examinations at the same time.
  - More than three examinations in one day.
  - Less than 30 minutes between examinations.
  - More than six hours of examinations in one day.
4. If one of these circumstances exists, students must take both a copy of their printed examination schedule and a completed copy of the “Application for Adjusted Examination Schedule” form to one of their instructors whose exams are affected.
5. Instructors are responsible for rescheduling the examination for the student if a circumstance exists as defined in 3. Students are then responsible to return the form to the Registrar.

#### **Alternate Invigilation Procedures**

6. Alternate invigilators are assigned when the course instructor requests assistance to invigilate a double or triple section or when an instructor has more than one exam scheduled at the same time in different rooms. All instructors are required to check if they have been assigned alternate invigilation duty. Failure to fulfill supervision commitments may result in anything from a reprimand to a salary deduction.
7. Course instructors are responsible for preparing, duplicating, storing, and distributing exams for all their sections, and must ensure that alternate invigilators receive the correct number of exams and appropriate additional supplies, if any.

#### **On-Call Invigilation Procedures**

8. The Registrar will inform the Division Chairs how many on-call invigilators are required for the examination period, and the Division Chairs will provide names of invigilators for the term.
9. The Registrar will create the on-call invigilation schedule. Invigilators will be required to confirm their availability once the schedule has been released.

10. All instructors will be required to leave at least one copy of their final examination(s) in their office, clearly marked, in case an on-call invigilator is required. If the examination is not available, the on-call invigilator will cancel the examination. The instructor responsible for the course will then be responsible for rescheduling the examination.