

<b>Title</b>	<b>Final Examinations</b>
<b>Number</b>	<b>F1007</b>
<b>Category</b>	<b>Instruction</b>

## 1. PURPOSE

To outline the principles that govern final examinations and their administration for the College's credit/regular studies courses.

## 2. DEFINITIONS

**Designated exam location** – The physical location where a final exam is held. Includes classrooms, labs, computer labs and online.

**Examinable course** – A course that requires a final examination. Courses are designated “examinable” or “non-examinable” at the time of their approval by Education Council.

**Extenuating circumstances** – Compassionate and exceptional circumstances beyond a student's control that significantly affect the student's ability to meet requirements of a course. Such circumstances may include those related to a student's physical or psychological health that are verifiable and documented by an appropriate professional.

**Extraordinary circumstances** – Those circumstances that result in unavoidable disruption of the operation of the College. Examples include, but are not limited to, electricity outage, health warning, and closure due to severe weather or labour action.

**Final examination** – An assessment of student learning that is formally scheduled during the official examination period.

**Official examination period** – The period during which final examinations are scheduled. This period is determined by the Registrar.

**Registrar** – The Department of Registrar and Enrolment Services.

**Study day** – Day(s) on which no classes or exams are scheduled and are intended to allow students to prepare for final examinations.

## 3. POLICY

### Official Examination Period

- 3.1 Final examinations are normally scheduled Monday to Sunday (including evenings) and may only be held during the official examination period.
- 3.2 The examination period may be preceded by scheduled study days. No compulsory instructional activity is permitted on study days.

**Examination Scheduling**

- 3.3 The Registrar prepares the schedule with the primary goal of ensuring the minimum number of conflicts for students. The Registrar will determine the rules necessary to put this principle into operation.
- 3.4 Students are required to write final examinations at the time, date and designated exam location indicated on the official examination schedule
- 3.5 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.

See Appendix 1 for process.

The officially scheduled date and time of a final examination will not be changed for any other reason.

**Duration of Examinations**

- 3.6 The maximum duration of final examinations will normally be the following:
- 2 hours for courses numbered 2999 or lower
  - 3 hours for courses numbered 3000 or higher.

**Weighting of Final Examinations**

- 3.7 Final examinations shall normally constitute 20% to 35% of the final grade. Deviation from this range requires approval of Education Council.

**Invigilation**

- 3.8 Instructors are required to invigilate examinations at the time and designated exam location assigned by the Registrar.

**Late-Arriving Students/Missed Examinations**

- 3.9 If a student is late as the result of extenuating circumstances and is able to write the final exam, the instructor may make alternative arrangements with the student or may agree to proceed under Policy E2011.
- 3.10 If a student is late as the result of extenuating circumstances and is unable to write the final exam, the instructor may make alternative arrangements with the student or may agree to proceed under Policy E2011.
- 3.11 Students who miss a final examination as the result of extenuating circumstances may apply for special consideration under Policy E2011.

**Retention of Examination Papers**

- 3.12 Instructors are responsible for retaining all student examination papers in a manner and for a period that corresponds with the approved College retention schedule.
- a. Regular faculty members will retain examination papers or online examinations for one year and then will confidentially destroy them.
  - b. Term faculty will deposit examination papers with or make online examinations Available to the Department Chair prior to the end of the semester. The Department Chair will retain term faculty members' examination papers or online examinations for one year and then will confidentially destroy them.

**Exceptions**

- 3.13 The College determines when extraordinary circumstances warrant change.

**4. RESPONSIBILITY**

For enquiries relating to this policy, contact the Registrar.

**5. REGULATIONS/PROCEDURES**

[Final Examinations - Procedures](#)

<b>History/Revision</b>	
Origination Date	September 8, 2008
Amendment Date(s)	September 19, 2017 December 18, 2012 March 24, 2009
Next Review Date	September 19, 2020