



Senate

Policy Name	Final Examinations, Policy and Procedures
Policy Number	CAPP 2022-01
Origin	Committee on Academic Policy and Planning
Authority	Senate
Date of Original Approval	2022-09-23
Supersedes	Policy and Procedures Regarding Final Examinations, including addendum
Senate Approval Dates	2022-09-23
Effective from	2022-09-23 where feasible with the remaining regulations to take effect when the Significant Disruption of Operations is lifted
Review/Retirement Date	September 2027
Responsibility for Revision	CAPP
Responsibility for Implementation	Registrar

Purpose: To provide guidelines for the administration of final examinations.

Scope: This policy applies to final examinations in undergraduate courses in Fall, Winter, and Summer academic terms.

Policy and Procedures:

Final Examinations (General Considerations)

1. No tests or exams worth more than 20 percent of a course grade shall be held in the last two weeks of classes in the Fall/Winter terms prior to the scheduled final exam period.
2. In accordance with Senate Guidelines for Setting Academic Calendar Dates, a final examination period of between eight and ten days will be scheduled by the Registrar’s Office in both the Fall and Winter terms.
3. A final examination must never provide more than 50 percent of the total mark for a course.

Scheduling of Final Examinations (including Take-Home exams)

Fall and Winter Terms

1. The Registrar’s Office sends a list of all undergraduate courses to departments/programs by the end of the third week of classes.

2. Departments/programs communicate to the Registrar's Office those undergraduate courses that **will not** have final exams.
3. The Registrar's Office schedules all final exams, including take-home exams.
4. A draft examination schedule is circulated to departments
5. A final approved schedule is posted.
6. Once the final examination schedule is posted, schedule changes must be approved by the relevant faculty Dean and the Registrar's Office.

Summer Sessions

There is no designated examination period in either of the two summer sessions. Examinations shall be held in regularly scheduled class time on or before the last day of a course in a summer session. The Registrar's Office does not schedule, prepare, or distribute examinations for summer sessions. Course instructors should provide flexibility with a take home examination due date if the date conflicts with an examination for another summer session course.

Examination Scheduling Conflicts

An examination conflict occurs when a student has two examinations scheduled at the same time; three examinations scheduled in three consecutive time periods; unavoidable work conflict or religious traditions.

Fall and Winter Terms

Students with examination conflicts who wish to reschedule their examination(s) must complete and submit the Examination Conflict Report form by the deadline of November 15 for Fall examinations and March 15 for Winter examinations. Valid supporting documentation is required for work conflicts or religious traditions. The Registrar's Office will arrange for the student to write the examination(s) at a later date (normally the following day). If an examination is rescheduled, an Examination Conflict form is completed by the Registrar's Office indicating the new date for the examination. This form is sent to the course instructor for approval before arrangements are finalized. Students are not permitted to write examinations prior to the regularly scheduled examination for their class.

Summer Sessions

Students with examination conflicts who wish to reschedule their examination(s) must report the conflict to the individual course instructor as soon as possible. In these instances, the course instructor will arrange for the student to write the examination(s) at a later date (normally the following day). These examinations shall not be scheduled before the regularly scheduled examination. Students are not permitted to write examinations prior to the regularly scheduled examination for their class.

Missed Examinations

Examinations may be rescheduled if there is a valid reason, such as illness or compassionate grounds. End-of-term travel is not a valid reason to miss an examination. Valid supporting documentation must be submitted by the student to the Registrar's Office and approved by the course instructor and/or department before the examination(s) will be rescheduled

Fall and Winter Terms

If a student misses an examination due to illness, they must complete and submit the Missed Exam Report form within 48 hours of the missed exam. Valid medical documentation, from a physician, must be directly submitted to the Registrar's Office. If a student misses an examination for another reason

(non-medical), they must inform the Registrar's Office (via the Missed Exam Report form) within 48 hours of the missed examination and submit supporting documentation.

Summer Sessions

If a student misses an examination due to illness, they must complete and submit the Missed Exam Report form within 48 hours of the missed exam. Valid medical documentation, from a physician, must be submitted directly to the Registrar's Office. If a student misses an examination for another reason (non-medical), they must inform the course instructor and the Registrar's Office (via the Missed Exam Report form) within 48 hours of the missed examination and submit supporting documentation.

Rescheduled Examinations

Fall and Winter Terms

The Registrar's Office will consult with the course instructor before rescheduling an examination due to an examination conflict or missed exam. Examinations will be re-scheduled as close as possible after the regularly scheduled examination time. All arrangements for rescheduling on-campus examinations are administered by the Registrar's Office; arrangements for rescheduling online examinations are administered by the course instructor.

To ensure academic integrity, it is recommended that course instructors prepare a different examination for rescheduled examinations.

Summer Sessions

All arrangements for rescheduling are administered by the course instructor.

Students Requiring Accommodations While Writing Examinations

Fall and Winter Terms

Students registered with Accessibility Services who require examination accommodations must complete and submit the online Final Exam Accommodations Request (Fall/Winter) form to the Registrar's Office by the posted deadline of November 15 for Fall examinations and March 15 for Winter examinations. The Registrar's Office will send a schedule of examinations to the student, copied to the course instructor(s), outlining the accommodations requested and approved.

Summer Sessions

Students registered with Accessibility Services who require examination accommodations must complete and submit the online Final Exam Accommodations Request (Spring/Summer) form to the Accessibility Services Office.

Preparation and Distribution of Exams

Fall and Winter Terms

It is the responsibility of course instructors to prepare the final examinations in their courses and submit them to the Registrar's Office. Course instructors who wish to have their exams printed and distributed by the Registrar's Office must submit an electronic copy, in PDF format, of their examination to the Registrar's Office five working days before their examination is scheduled. The Registrar's Office is not responsible for editing final examinations.

Course instructors who do not submit their examinations to the Registrar's Office by the deadline are responsible for printing their own examinations, printing copies for the number of students registered in

their classes, bringing the examinations to the exam location for distribution, and submitting an electronic copy of the examination to the Registrar's Office.

The Registrar's Office is responsible for establishing the seating plan and distributing examinations and required materials. As often as possible, students writing the same examination should not be seated next to each other, and the seating plan should minimize the opportunity for students writing the same examination to observe their classmates' work. Changes in the seating plan must be approved by the Registrar's Office.

Summer Sessions

It is the responsibility of course instructors to prepare and administer final exams for summer session courses.

Proctoring

Fall and Winter Terms

Course instructors are required to proctor examinations at the times indicated on the Proctoring Schedule. The schedule will be distributed to all course instructors in November and March. If a course instructor is unable to proctor at the designated time and place, it is their responsibility to arrange for a Mount course instructor or staff member to replace them. A suitable replacement should be appropriately briefed on the Final Examinations Policy. The course instructor must provide the Registrar's Office the replacement proctor's name and contact information prior to the examination.

Course instructors should be familiar with the General Exam Rules for Students, particularly point 15 regarding missed exams. These rules are printed on the last page of the Final Exam Schedule and under Section 2.2.21 in the Undergraduate Academic Calendar.

All course instructors are reminded they must ensure minimal noise levels are maintained in the examination location, particularly when students are signing out and leaving the exam room.

A Chief Proctor will be assigned to the Auditorium for each exam session. The Registrar's Office selects a Chief Proctor as follows:

- full-time course instructors are scheduled first;
- if no full-time course instructor is available, then a part-time course instructor is scheduled;
- this duty is rotated so that, if possible, no one will be asked to be a Chief Proctor for two consecutive examinations.

If a course instructor has requested to hold the final examination in a classroom, they are responsible to proctor for the full exam time.

The Registrar's Office prepares the auditorium and classrooms by laying out exams, booklets and/or scanner sheets according to the Seating Plan and to the specific instructions of individual course instructors.

LIST OF DUTIES FOR CHIEF PROCTOR/COURSE INSTRUCTORS

Chief Proctor	Course Instructors
The Chief Proctor is in charge of the examination area in the auditorium for one complete session (normally three hours) and must ensure that proper conditions and appropriate vigilance are maintained	Course instructors are in charge of their individual examination areas in the auditorium (or classroom), and must ensure that proper conditions and appropriate vigilance are maintained.
Arrive at least 15 minutes prior to the start time	Arrive at least 15 minutes prior to the start time
Become familiar with the Seating Plan and names of students writing out-of-sequence exams and/or approved exam accommodations.	Become familiar with the Seating Plan (or classroom layout) and names of students writing with approved exam accommodations.
Responsible for starting the exam in the auditorium. When students enter the auditorium, a recording will remind students of the examination rules (noted above).	Course instructors administering final exams in classrooms should remind students of the Examination Rules for Students (noted above).
LATECOMERS may be admitted for the first 20 minutes of the examination, during which time no student should be permitted to leave the examination room. If a latecomer arrives after 20 minutes, the Chief Proctor (or course instructor if in a classroom) should use discretion in deciding whether the student should be allowed to start the examination. Students allowed to begin late must receive the full 3 hours to write and must be proctored until finished.	LATECOMERS may be admitted for the first 20 minutes of the examination, during which time no student should be permitted to leave the examination room. If a latecomer arrives after 20 minutes, the course instructor should use discretion in deciding whether the student should be allowed to start the examination. Students allowed to begin late must receive the full 3 hours to write and must be proctored until finished.
If CHEATING is suspected, the Chief Proctor will note the name of the alleged offender and the circumstances and make a report to the Registrar. Please refer to Section 2.2.23 Academic Offences in the Academic Calendar	If CHEATING is suspected, make note the name of the alleged offender and the circumstances and make a report to the Registrar. Please refer to Section 2.2.23 Academic Offences in the Academic Calendar.
Shortly after the exam begins, sign-in sheets will be circulated. The Chief Proctor should oversee the distribution of these row lists in the auditorium. Students should write their name beside the appropriate seat number on the sheet and pass it down the row for the next student to sign	Shortly after the exam begins, sign-in sheets will be circulated. Students should write their name beside the appropriate seat number on the sheet and pass it down the row for the next student to sign.
As students complete their exams, they must sign the Exam Sign-Out Sheet. The Chief Proctor ensures that each course instructor signs the sheet certifying the number of exams taken away. All Sign-Out sheets, along with Row/Sign-In sheets, are to be delivered to the Registrar's Office in the envelope provided.	As students complete their exams, they must sign the Exam Sign-Out Sheet. Each course instructor signs the sheet certifying the number of exams taken away. Sign-Out sheets, along with the Row/Sign-In sheets, are to be delivered to the Registrar's Office.

Chief Proctor	Course Instructors
UNCLAIMED EXAMS should be retained by the Chief Proctor and delivered to the course instructor or turned in to the Registrar's Office as soon as possible	UNCLAIMED EXAMS in a classroom should be collected by the course instructor.
OUT-OF-SEQUENCE EXAM ENVELOPES: The Chief Proctor should personally give the exam to a staff member from the Registrar's Office, to the course instructor, or place exams in course instructor's mailbox in Seton or Evaristus. <i>UNDER NO CIRCUMSTANCES ARE EXAMS TO BE PLACED IN INTER-OFFICE MAIL.</i>	

When students enter the writing area, the Chief Proctor (in Auditorium) or course instructor (in classroom) reminds students of the following:

General Exam Rules for Students:

- Nothing may be taken to the student's seat except materials authorized for the examination.
- Anything which is not authorized by the instructor or chief proctor must be left at the front of the examination room. Such items include (but are not limited to) jackets, backpacks, text books, notes and purses.
- Unauthorized computing, data storage, and communication devices must be turned off and left at the front of the examination room.
- In the case of open-book exams, students will be permitted to have material at their seats that has been pre-authorized by their instructor.
- Calculators may be used at the discretion of the instructor.
- With the exception of clear plastic water bottles with no writing on them, food and beverages are not permitted in the examination room.
- Students are not permitted to wear brimmed hats while writing exams.
- There will be no talking in the examination room.
- Students must display their valid Mount Saint Vincent University Student ID Card during each exam.
- Students may begin their exams as soon as they are seated; however, shortly after they begin their exams, a sheet will be circulated on which they must write their name beside the appropriate seat number.
- No student may leave the examination room during the first twenty minutes of the exam. Latecomers will be admitted to the examination room only during the first twenty minutes.
- Students requiring assistance should raise their hands and not leave their seats.
- When students have finished their exam, they should write their row and seat number on the cover of the examination booklets, hand their exams to one of the proctors and sign the attendance sheet for their course. Students may be required to show their valid Mount Saint Vincent Student ID Card at this time.
- Students found communicating with one another in any way or under any pretext; having unauthorized books, papers, electronic computing devices, data storage, or communication devices in view, even if their use is not proved; or found cheating in any way will be reported by the Chief Proctor to the course instructor and the Registrar's Office. Procedures for Academic Offences will be followed.

- If a student misses an examination due to illness, they must inform the Registrar's Office within 48 hours of the missed examination and submit a medical certificate from a physician, directly to the Registrar's Office.

Summer Sessions

Course instructors are responsible for proctoring their final exam(s). Course instructors are required to remind students of the General Exam Rules for Students and apply these rules when administering exams held in summer sessions.

Storage of Examinations

Graded examinations must be retained for one year, either by the course instructor, in an academic department, or in the Registrar's Office. The Registrar's Office will keep a copy of all final examination papers for one year, after which the copies will be destroyed.

Examinations in Online Courses

Students registered in online courses who live closer than 100 km from campus must write their examination(s) on campus during the scheduled time. Course instructors are responsible for proctoring these examinations on campus.

Students registered in online courses who live farther than 100 km from campus and wish to write their examinations at a distance must have their examinations proctored by an individual or organization approved by the Registrar's Office. A list of authorized examination locations within Canada is available from the Registrar's Office. Proctors in international locations must be reviewed and approved through the Registrar's Office.

In order to ensure that examinations reach proctors on schedule, course instructors must submit an electronic copy of their examination, in PDF format, to the Registrar's Office five working days before their examination is scheduled. The Registrar's Office is responsible for sending examinations to approved proctors.

Students writing at a distance are expected to write their examinations at the same day/time as the on-campus examination, whenever possible.

For reasons of academic integrity, it is strongly recommended that course instructors prepare a separate examination for examinations written off-campus.

Cancelled Examinations

Fall and Winter Terms

If final examinations are cancelled due to the closure of the University, it is the responsibility of the Registrar's Office to reschedule the cancelled examinations.

If an emergency arises while an examination is being held, it will be the responsibility of the Chief Proctor, in consultation with Security, to determine whether there should be an evacuation. If the examination is terminated and Registrar's Office staff are present, they will be responsible for collecting the examination papers. If Registrar's Office staff are not present, the Chief Proctor is responsible for collecting the examination papers. The Registrar's Office will reschedule the examination for those students who were unable to complete their examination. To ensure academic integrity, it is recommended that course instructors prepare a different examination for rescheduled examinations.

Summer Sessions

If unforeseen circumstances lead to the cancellation of an examination in a summer session course, the course instructor can seek assistance from the Registrar's Office in rescheduling an exam.