

**POLICY AND PROCEDURE REGARDING FINAL EXAMINATIONS**  
*- See Calendar for Examination Policy and General Examination Rules for Students*

**Approved at Senate 26 April 2011**

By the first day of class in the fall and winter semesters, Chairs should submit a list to the Scheduling and Examination Coordinator of all undergraduate courses for which there will be proctored final examinations.

In order that there be similar academic standards in courses with multiple sections, departments should ensure there is consistency of practice regarding final examinations across sections.

### **SCHEDULING**

The Registrar's Office is responsible for the final examinations time table. The Office will establish the final examination schedule for the fall and winter semesters and circulate this to all faculty and Deans. The examination schedule will be based on information submitted by the first day of class. Unless the Registrar's Office is notified, a final examination will be scheduled for all undergraduate courses. The schedule will be posted two weeks after the last day to add a course.

Faculty members may not alter the date or timing of final examinations, whether for the entire class or for one student, without first consulting the Scheduling and Examination Coordinator. Class time cannot be used for final examinations, except in summer sessions, when examinations are scheduled during the final week of the session. Fall and winter term final examinations are not to be scheduled outside the official examination period, including Reading Day.

### **PREPARATION AND DISTRIBUTION OF ON-CAMPUS EXAMINATIONS**

It is the responsibility of instructors to prepare the final examinations in their courses and submit them to the Registrar's Office. The Registrar's Office is available to assist instructors, but it is not responsible for editing final examinations. For fall and winter term courses, instructors must submit an electronic copy, in PDF format, of their examination to the Registrar's Office five working days before their examination is scheduled. Submitting the examinations in PDF format will enable the Registrar's Office to provide secure and timely distribution of final examinations.

Students are required to show a current official photo ID, preferably their MSVU ID, at all examinations.

For on-campus examinations, the Registrar's Office staff 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 Scheduling and Examination Coordinator.

## **PROCTORING**

Faculty members are required to proctor at the times indicated on schedules. The fall and winter proctor schedule will be distributed to all faculty in November and March. The procedure for selecting Chief Proctors is: full time faculty are scheduled first, if no full time faculty member is available then a part time faculty member is scheduled. This duty is rotated so that, if possible, no one will be asked to be a Chief Proctor for two consecutive examinations.

## **EXAMINATION SCHEDULING CONFLICTS**

An examination conflict occurs when a student has: two examinations scheduled at the same time or three examinations scheduled in three consecutive time periods.

Students with examination conflicts who wish to reschedule their examination(s) must report the conflicts to the Registrar's Office before the posted deadline.

In these instances, the Registrar's Office will make arrangements 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.

If an examination is rescheduled, an Examination Conflict Report Form is completed by the Scheduling and Examination Coordinator indicating the new date for the examination. This form is sent to the instructor for approval before arrangements are made. All arrangements for rescheduling are handled by the Registrar's Office, and faculty may not make individual arrangements with students.

## **DEFERRED EXAMINATIONS**

Examinations may be rescheduled if there is a valid reason, such as illness, unavoidable work conflict, compassionate grounds, or religious traditions. End-of-term travel plans are not a valid reason to miss an examination. Written documentation must be submitted to the Registrar's Office before the examinations will be rescheduled.

Normally, students will contact the Scheduling and Examination Coordinator who will consult with faculty before a deferred examination is scheduled. Deferred examinations should be rescheduled as close as possible after the regularly scheduled examination time. For reasons of academic integrity, it is recommended that instructors prepare a separate examination for deferred examinations.

All arrangements for rescheduling are administered by the Registrar's Office, and faculty should not make individual arrangements with students.

## **CANCELLED EXAMINATIONS**

If final examinations are cancelled due to the emergency 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 is the joint responsibility of the Registrar's Office and Security to determine whether there should be an evacuation. If the examination is terminated, the Registrar's Office is responsible for collecting the examination papers. The Registrar's Office will re-schedule the examination for those students who were unable to complete their examination. For reasons of academic integrity, it is recommended that instructors prepare a new examination for these students.

## **EXAMINATIONS IN DISTANCE COURSES**

Students writing final examinations for distance courses offered through Distance Learning and Continuing Education (DLCE) who live within 100 km of MSVU must write their examination(s) on campus during the scheduled time. Instructors are responsible for proctoring these examinations on campus.

Students writing an examination off-campus must be proctored by an employee of a recognized educational institution. A list of authorized examination locations within Canada is available from DLCE. Proctors in international locations must be vetted through DLCE.

In order to ensure that examinations reach proctors on schedule, instructors must submit an electronic copy of their examination, in PDF format, to DLCE five working days before their examination is scheduled.

Distance examinations in courses which also have an on-campus section will be scheduled simultaneously or shortly after the on-campus examinations.

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

## **STORAGE OF EXAMINATIONS**

Graded examinations must be retained for six months, either by the faculty member, in the 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.