



**UNIVERSITY OF ONTARIO
INSTITUTE OF TECHNOLOGY**

**OFFICE OF THE VICE-PRESIDENT
STRATEGIC ENROLMENT MANAGEMENT
AND REGISTRAR**

Memorandum

To: Members of Academic Council
From: Richard Levin
Date: May 30, 2006
Re: Proposed Revisions to Examination Policy

In August of 2003, Academic Council approved a policy providing for the scheduling and administration of final examinations.

This policy has served us well during the start-up phase of the university. As time has passed and we've now been through a number of exam cycles, several individuals have identified potential improvements.

Following extensive consultation with faculty and administrative staff, I submit the following draft revisions to the examination policy for Academic Council's consideration at its June 20 meeting. All amendments and/or revisions are highlighted for easy identification.

Please note that a supplementary procedural document will be developed to cover additional operational issues including proctoring multiple examinations in a single site.

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PREAMBLE

This policy provides guidelines for the scheduling and administration of final examinations, as well as the submission, approval, and release of final grades.

DEFINITIONS

- a) **Final examination:** Final examinations as referenced in this document should be interpreted in the ordinary sense of the word; usually covering all, or a very substantial portion of, the material dealt with in one academic term.
- b) **Non-comprehensive final examination:** An examination held after the end of lectures, covering only the last unit of work completed in a course. These examinations are not administered by the Registrar's Office, but they are subject to the rules of scheduling, proctoring, grade submission, and other miscellaneous regulations set out in sections 1, 3, 4, and 5 of this document.

PURPOSE

- To enable University faculty and staff to meet their responsibilities regarding the preparation and administration of a final examination through a common final examination schedule.
- To facilitate the timely submission, approval, and release of final grades.
- To outline appropriate cases for deferred, supplementary, and re-read of examinations.
- To provide procedures for dealing with violation of examination protocol and emergency situations.

Section 1: Scheduling

1.1 Study Break

No final examinations, tests, or lectures may be administered in the period after the last day of lectures and before the start of the final examination period. In addition, students may not be required to submit term papers, reports, or other assigned materials during this period.

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1.2 Generating the Schedule

When submitting the list of course offerings each term, academic units will indicate to the Registrar's Office whether a final exam is to be administered in each course section. All final examinations will be scheduled after the last day to add courses in a given term. Scheduling will be conducted in such a way as to optimize the time between each examination for each student.

Courses with multiple sections writing a common examination will be given priority in scheduling to ensure availability of space and to allow instructors sufficient time to grade all papers prior to the deadline for grade submission.

The final examination timetable will be published not later than six weeks prior to the first day of the final examination period.

1.3 Examination Time Slots

The final examination period will consist of ten days. Four examination periods per day, Monday through Saturday, will be provided: 08:00 to 11:00, 12:00 to 15:00, 15:30 to 18:30, and 19:00 to 22:00.

Courses in which lectures are held during the evening will normally be scheduled for examination in the evening.

1.4 Deferral

Students, who through religious obligations, are unable to write a final examination when scheduled, will be permitted to write a deferred examination. These students are required to give three weeks notice to the Faculty concerned and to document the religious obligations involved. Every effort must be made to accommodate those students who, through religious obligations, are unable to write examinations at the time scheduled.

Faculties may grant deferred examinations on medical or compassionate grounds where sufficient documentation exists. A request for deferral on medical or compassionate grounds, along with supporting documentation, must be provided to the Faculty within five working days after the scheduled writing of the examination.

Faculties may also grant a deferred examination to a student who is scheduled to write three examinations within a 24 hour period. In this case, the exam in the middle of the three is the one that will be considered for

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deferral. Scheduling is conducted in such a way as to minimize the instance of consecutive examinations for students.

If a technical difficulty prevents the writing of a computer-based examination, the Faculty may arrange for a deferred examination for all students in the class.

All deferred examinations will be scheduled no later than the end of the first week of classes in the following semester.

1.5 Time Conflicts

In the event that a student is unavoidably scheduled to write two examinations at the same time and is not eligible for deferral, provision should be made with the Registrar's Office to write both examinations consecutively in a secure location.

Section 2: Administration

2.1 Copying and Distribution

When submitting original course offering information, academic units will indicate for each course section whether an examination is to be administered by the Registrar's Office, or by the academic unit itself. The Registrar's Office will be responsible for the copying and distribution of final examinations in any course section in which the Faculty has elected final examination administration by the Registrar's Office.

Faculties that opted for administration by the Registrar's Office must deliver final exam master copies to the Registrar's Office no later than ten working days prior to the start of the final examination period. A standard cover page is available from the Registrar's Office and should be attached to the master copy of the question paper. This cover page will include all pertinent information including the course name, number, and section, the number of pages in the examination paper, and the materials permitted to be used during the examination. The Registrar's Office will assume no responsibility for the printing of examination papers not submitted by the above-noted deadline.

If the final examination is to be administered online, at least 15% of the examinations should be available in paper format in case of technical difficulties.

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The cost of reprinting examination papers to correct errors and/or omissions will be the responsibility of the Faculty concerned.

2.2 Centre for Students with Disabilities

The Centre for Students with Disabilities works with faculty members to provide alternative exam accommodations for students with disabilities. Common alternative accommodations include extended exam time, oral evaluation, scribing, test clarification, private location, alternative exam format, or adaptive technologies. Students must work with faculty members and the Centre to identify their specific needs well in advance of the scheduled exam time.

Faculties will be advised by the Centre for Students with Disabilities of those students who have registered with that office for a written final examination. Final examinations for these students must be submitted by the Faculty to the Registrar's Office three working days prior to the scheduled date of the final examination. Faculty can obtain completed examinations from the Registrar's Office on the following day.

Section 3: Proctoring

3.1 Assigning Proctors

The Faculty will assign individuals to proctor and preside at the examination. Course instructors should normally proctor their own final examinations. If this is not possible, the Faculty should assign an alternate who has adequate knowledge of the subject matter being tested.

There should be at least one proctor assigned for every 50 students or part thereof, and at least one male and one female proctor should be present at all times.

3.2 Time

Course instructors and proctors must arrive at the examination room **at least 30 minutes prior to the start of the examination.** Students will be permitted to enter the examination room 10 minutes prior to the start of the examination.

If the start of the examination is delayed, the examination will proceed with additional time allowed to compensate for the late start. **Students will not be permitted to leave the examination room for the first hour of examinations that are three hours in duration. Students will not be permitted into the**

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examination room after the first hour of an examination. Students arriving after the start of the examination will be permitted to write the exam, but no additional time beyond that given to all students will be granted.

A student may, with the permission of the course instructor or proctor, leave the examination room briefly only if accompanied by a proctor.

No student will be permitted to hand in a paper and leave the examination room within the last 15 minutes of the examination time. All students will remain seated and no student will be permitted to leave the room after this time until all papers have been collected.

3.3 Identification

Students must present their student ID card at each examination. If a student fails to produce their student ID card, they must go to the Registrar's Office by the end of the next working day to complete a signature verification card.

Upon entering the examination room, each student must complete and sign an information card bearing his/her name and student number, the course number and section, and the name of the course instructor. Information cards will be collected at the start of the examination. Students will also endorse each answer booklet before writing an examination.

3.4 Materials

Permissible materials should be communicated clearly to students prior to the last day of lectures for the term. Only those items authorized for use in the examination are to be brought into the examination room. Any jackets, hats, bags, knapsacks, etc., are to be left at the front of the examination room and may be picked up at the end of the examination. This includes information regarding the use of textbooks, lecture notes, etc. If calculators or other instruments are allowed, instructors should exercise care in specifying the exact type of instrument permitted. For reasons of security, students should be discouraged from bringing their laptops into the examination room if they are not required for their examination. If students do bring their laptops into the examination room, they should be directed to store them under their chairs. Students should also place their wallets under their chairs.

Any other electronic devices, unless explicitly permitted by the course instructor, are not permitted into the examination room.

The University is not responsible for lost or stolen items brought into examination rooms.

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3.5 Violation of Examination Protocol

Where there are reasonable grounds to believe a violation of exam protocol has occurred, the course instructor or proctor has the authority to:

- remove any materials or devices not authorized for use in the examination and keep such materials until the student has completed the examination.
- search through personal belongings to remove evidence of the violation. This must be done in the presence of the student and another proctor.
- ask the student to produce evidence of the violation where the course instructor or proctor believes that he/she has hidden it on his/her person. Under no circumstances should the alleged offender be touched.
- ask the student to move to a seat that is more easily monitored
- remove answer books and replace them with new ones

In all cases, a student should be permitted to finish writing the examination. At the conclusion of the examination, the course instructor or proctor must make a note of the time and details of the alleged offence, including any refusal to cooperate. The course instructor or proctor should explain to the student that the status of his/her examination is in question and set it aside. All evidence should be gathered and turned over to the course instructor. The course instructor and/or proctor must file a complaint of academic dishonesty.

3.6 Emergency Procedures

The Registrar's Office will have someone on call to provide assistance in the case of work disturbances, power failures, etc. The course instructor has the authority to extend the examination time to compensate for time lost up to 30 minutes.

If an emergency requires students to leave the examination room, all examination materials will be considered void. All answer booklets will be destroyed without grading. The examination will be rescheduled within the first week of the following term and a new examination script will be prepared.

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Section 4: Grade submission

4.1 Deadlines

All final grades must be submitted to the Registrar's Office within five days of the end of the final examination period.

4.2 Submission

Faculty members will have access via My Campus to class lists for those courses for which they were the assigned instructor. All course grades must be entered in this manner.

The Faculty will have access via My Campus to class lists for those courses administered by his/her faculty. Once instructors have entered the grades, the Dean will review the grades and/or grade distributions and approve them as entered. This approval will lock the grades so that no further changes can be made. The locking process will result in the submission of final grades to the Registrar's Office.

4.3 Release of Grades

Final grades will normally be released to students via My Campus on the evening of the fifth day following the end of the final examination period.

4.4 Grade Changes

After a final grade has been released, any changes must be made in writing to the Registrar's Office. Changes must bear the signature of the course instructor and the Dean of the Faculty, and must indicate the reason for the change.

Section 5: Miscellaneous

5.1 Student access to final examination scripts

Final examination scripts are the property of the University. However, a student has the right to view his/her final examination script and grade in the presence of the course instructor. A student who wishes to view a final examination script should submit a request in writing to the Faculty in which the exam was administered. Unless a clerical error has occurred, an instructor may not make changes to the final grade awarded in a course as a result of such a viewing. If, after viewing the final examination script, the

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student wishes to dispute the final grade awarded, he/she should submit a grade appeal to the Registrar's Office.

5.2 Supplementary examinations

Students requesting supplementary examinations will be asked to consult the Faculty.

REVIEW DATE

May, 2009