

1.0 ASSOCIATED POLICY

- Student Assessments

2.0 DEFINITIONS

Academic Schedule

MacEwan University's official publication that documents important dates and deadlines to support education planning and instruction.

Exceptional Circumstances

Compelling and legitimate circumstances such as illness or approved University travel that prevent Students from completing Final Assessments as scheduled.

Final Assessment

Examinations scheduled at the end of term per the final examination schedule as created by the Office of the University Registrar, each in alignment with the Academic Schedule.

Student

Any individual registered in a credit or non-credit program at MacEwan University.

Working Day

Any day that is not a Saturday, Sunday, or a holiday as defined in the Interpretation Act, or a day where the University is closed for business.

3.0 PROCEDURE ELEMENTS

- 3.1 This document is meant to provide guidelines specific to disruptions of final assessments due to emergency situations, technical failures, or Exceptional Circumstances.
- 3.2 MacEwan University (the "University") has published Campus Emergency Guidelines and institutional policies on the University's official website. These resources detail information specifically to assist employees and students to respond to emergency situations. The information contained within this procedure is secondary to the information contained within institutional policy documents and the Campus Emergency Guidelines.
- 3.3 Under circumstances when an emergency closure takes place during the scheduled final assessment period of the University's Academic Schedule, the Registrar will be responsible for preparing a global email or other electronic communications to notify students, faculty, and staff. These communications will be approved by the Associate Vice-President, Students.
- 3.4 The following chart outlines recommended actions when a final assessment is disrupted due to an emergency or a failure of campus resources required for assessment delivery, including technical support. This chart applies to all delivery methods of courses.
 - 3.4.1 Students should expect that the decision to continue or not with the assessment will be based on the following recommended actions once the area has been declared safe (where appropriate as per the University's Integrated Emergency Management Plan). The decision will be based on a consideration of the method of assessment, delivery, and learning outcomes being assessed.

DISRUPTED FINAL ASSESSMENT PROCEDURE

- 3.4.2 The final decision on how to proceed is at the discretion of the instructor in collaboration with the Department Chair (the “Chair”). The Chair may choose to consult with other personnel in cases where assessment delivery is a collaborative process. In any instance where ‘chair’ does not represent the program leadership position, the appropriate position would apply (e.g., academic coordinator, director, etc.).
- 3.4.3 In deciding the course of action, the percentage of final assessment time completed takes precedence over the time remaining in the final assessment.
- 3.4.4 For distance courses, the time period available to complete the final assessment may be extended as necessary.
- 3.4.5 Students who contact the instructor/invigilator and petition for special consideration because they believe the disruption adversely affected their performance may be granted either Option A or Option B should either one yield a more favourable overall evaluation.
- 3.4.6 Exceptions to these options must be approved by the Dean.

Percentage of Final Assessment Time Completed Before Interruption	Recommended Action
>60% Sample Final Assessment periods: 3 hours ->108 minutes 2 hours - >72 minutes 1 hour - >36 minutes	<p>Option A: Apply a weighted grade based on portion(s) of a final assessment completed to point of disruption.</p> <p>Option B: Do not count final assessment and distribute proportionate % weight of the final assessment across previous exams and assignments. This option relates to the student’s academic history in the course as a predictor of final assessment outcome.</p> <p>Option C: Provide students the option of either weighted grade based on portion(s) of assessment completed (Option A) OR proportionate % of assessment across previous exams and assignments (Option B).</p>
>30% and <60% Sample final assessment periods: 3 hours - >54 and <108 minutes 2 hours - >36 and <72 minutes 1 hour - >18 and <36 minutes	<p>Option D: Resume final assessment.</p>
<30% Sample final assessment periods: 3 hours - <54 minutes 2 hours - <36 minutes 1 hour - <18 minutes	<p>Option D: Resume final assessment.</p> <p>Option E: Reschedule final assessment to the next Sunday after the disruption, or within a reasonable amount of time, depending on circumstances.</p>

- 3.5 The invigilator is the supervisor of the assessment; the invigilator will make decisions and take action at the time of the disruption. The instructor is the course teacher who will ensure that the invigilator is aware of recommended responses to assessment disruptions. In some cases, the role of the invigilator and the course instructor is served by the same individual and therefore some responsibilities may overlap.
- 3.5.1 The invigilator will inform students at the beginning of the final assessment of the procedures to be followed in the event of an evacuation: students will be instructed to leave any final assessment papers face down on desks, exit to the designated meeting area (as applicable), remain as a group, and neither disperse nor discuss the assessment. In the case of non-paper final assessments, the instructor and/or invigilator shall provide additional appropriate guidelines according to the nature of the final assessment.
- 3.5.2 The instructor and/or invigilator will notify the Chair immediately at the time of any assessment disruption. For any disrupted final assessment, the instructor/invigilator is responsible for informing the Chair using the form in Appendix A. The instructor and/or invigilator shall inform the Chair of the class size, the type and length of final assessment, and other pertinent factors.
- 3.5.3 The instructor and/or invigilator will be sensitive to the reality that students have different strategies for completing assessments; hence, some students may be penalized more than others by the decision. However, the guiding principle in making a decision is that the decision will be the best one possible for the majority of students.
- 3.6 If the decision is made not to resume a disrupted final assessment, the Chair will inform the Dean.
- 3.7 If the decision is made to reschedule a disrupted final assessment, the instructor and/or invigilator, in collaboration with the Chair, will work with the Scheduling Office to reschedule the final assessment activity for the following Sunday.
- 3.7.1 If on the following Sunday the University is closed or deemed unreasonable because of the specific date (e.g. Sunday is December 24) or because of the time between the original and the rescheduled final assessment (e.g. seven days), the final assessment will automatically be rescheduled to another day within a reasonable amount of time.
- 3.7.2 Final rescheduling decisions rest with the Assistant Registrar, Scheduling, and Curriculum Services. The rescheduled assessment information, including date, time, building, and room will be emailed to the university-assigned student email account and posted on the department website within one business day.
- 3.7.3 In instances where the final assessment is rescheduled, the instructor or Chair, with the approval of the Dean, has the discretion to provide solutions to situations arising from the disrupted final assessment. For example, there might be a need to draft a new final assessment as a result of the rescheduling.
- 3.8 As per the Student Code of Conduct, students are responsible for reading emails directed to their university-assigned email account. It is important to note that the rescheduled final assessment may be in a location or building different from the originally scheduled assessment.

DISRUPTED FINAL ASSESSMENT PROCEDURE

- 3.9 In addition, as final assessments impact the final grade, the Chair is responsible for keeping a record of the disruption and any related actions for a period of 12 months (see Management of Student Records and Information policy).

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Campus Emergency Guidelines
- Integrated Emergency Management Plan (IEMP)
- Management of Student Records and Information policy
- Memo Regarding Disrupted Exam
- Student Code of Conduct

5.0 ACCOUNTABILITY

Responsible Office

Office of the University Registrar

6.0 HISTORY

Relevant Dates

Approved: **2023.05.23**

Effective: **2023.05.23**

Next Review: **2028.05**

Modification History

09.07: Procedure implemented

20.12.01: Minor change to update template and policy names referenced within the document. Terminology also updated to ensure consistency with associated policy and procedure documents. Approved by Policy Sponsor on December 1, 2020. Effective May 3, 2021 upon approval of the revised Student Assessments Policy by General Faculties Council.

23.05.23: Comprehensive review. Changes to update template and policy names referenced within the document. Terminology updated to ensure consistency with associated policy and procedure documents. Approved by General Faculties Council Executive Committee motion #05-05-23-2022/23.