1.0 POLICY

Students enrolled in credit courses must be notified in a timely manner of final assessment requirements. The approved academic schedule shall include information about time periods designated for final assessment activities including examinations.

2.0 RATIONALE AND GUIDING PRINCIPLES

2.1 Final examinations are scheduled to produce a conflict-free schedule for program students.

2.2 Final assessment activities and protocols are designed to ensure academic rigor.

2.3 Final examinations shall be scheduled so that Grant MacEwan University makes efficient use of the time and space resources available for examination scheduling.

3.0 SCOPE AND DEFINITION

3.1 The scope of this policy applies to all credit courses.

3.2 Final assessments include, but are not limited to, written, practical and oral final examinations (including take-home examinations) final projects (including portfolios), theses, presentations, practicum/workplace learning requirements, and performances.

3.3 Final examinations are those examinations scheduled per the final examination schedule for Fall and Winter terms, in alignment with the academic schedule. (See Appendix 1 for a list of programs that are offered outside of the standard academic schedule).

4.0 REGULATIONS

4.1 Roles and Responsibilities

4.1.1 The Provost and Vice President Academic is responsible for this policy.

4.1.2 The Office of the University Registrar is responsible for producing and publishing the academic schedule, maintaining the
Examination Request form, notating academic records for deferred and supplemental examinations, and for publishing emergency procedures that occur during examinations.

4.1.3 The Scheduling Office is responsible for publishing the final examination schedule in accordance with this policy.

4.1.4 Faculties and Schools are responsible for scheduling final examinations, for evaluating student performance and for assigning grades.

4.1.5 Chairs are responsible for reviewing requests for deferred final assessments following consultation with the instructor, and for communicating decisions made.

4.1.6 Instructors shall make reasonable efforts to inform students of the date, time, duration and location of the final assessment. Normally, instructors are also responsible for invigilation of final assessments.

4.1.7 Students are responsible for familiarizing themselves with final assessment requirements, examination schedules and guidelines for the conduct of examinations. Students must notify their instructors or chairs in a timely manner if examination schedules include conflicts where courses they are registered in have final assessments scheduled at the same time.

4.2 Scheduling Considerations and Requirements

4.2.1 All final assessment activities must occur no later than the last day of the term.

4.2.2 Final examinations must be conducted during the scheduled examination period, with the exception of Continuing Education courses in which final examinations are normally held during the last class. Final assessment activities ancillary to the course (labs, placements etc.) may be conducted immediately prior to the final examination period.

4.2.3 For Spring and Summer terms where there is no official examination schedule posted, final examinations will normally be held in the last class before the end of the term.

4.2.4 The dates and time for all final examinations shall be published no later than half way through the term in which the final assessment
is scheduled. This includes, but is not limited to, web postings and bulletin board notices posted in central campus locations.

4.2.5 All students must be available for final assessments for courses in which they are registered. Students are responsible for accessing published information about the final assessment date, time, duration and location.

4.2.5.1 Program students are not expected to complete more than two final assessment and/or final assessment activities on any given day except in cases of take-home examinations and outreach credit courses.

4.2.5.2 When a potential scheduling conflict per clause 4.2.4 is determined, deans shall immediately report to the Scheduling Office any required changes to the published examination schedule.

4.3 Deferred and Supplemental Exams

4.3.1 A deferred examination refers to any final examination not completed on the date and time as posted by the Scheduling Office. Deferred examinations are only offered to students who have documented reasons deemed appropriate and formally approved by the chair. Personal vacations are not a sufficient reason.

4.3.2 Only a compelling situation such as serious illness, hospitalization, domestic affliction or religious observance will be considered a valid reason for a student to receive approval for deferral of a final assessment activity.

4.3.3 Application for a deferred examination must be made using an Examination Request form no later than 2 business days after the missed examination or final assessment activity date (see policy C2020 (Grading)).

4.3.4 Approval for a deferred final examination rests with the program/department chair after consultation with the instructor.

4.3.5 If approved, a notation of DEF for a final examination will be temporarily noted on the student’s record and will be replaced with a final grade in the normal manner, as per policy C2020 (Grading).

4.3.6 Deferred examinations will normally be written within fourteen business days from the date of the originally scheduled final
examination and shall be designed to replace the final examination in weight and scope.

4.3.7 Requests for supplemental final assessments will be as outlined in policy C2020 (Grading).

4.4 Examination Requirements and Emergency Considerations

4.4.1 The final assessment shall not have a value of greater than 60% of the maximum course mark except as stipulated in policy C2020 (Grading).

4.4.2 Students who are not registered in a credit course are ineligible to participate in final assessment activities.

4.4.3 In the event of an emergency that occurs immediately prior to or during the examination time, the invigilator is responsible for initiating proper emergency procedures as published by the Office of the University Registrar.

4.4.4 Final examinations are not required to be returned to students. An instructor may return a copy of the examination to the student. Students are entitled to review the final examinations with the instructor.

4.4.5 As per policy E1050 (Management of Student Records and Information), final examinations shall be retained for a minimum of 12 months in a secure location.

4.4.6 Academic decisions with respect to Final Assessments are subject to policy E3103 (Student Appeals).
FACT SHEET

DATES:
Approval 2014.09.23
Review 2019.09

SOURCE:
90.06.21 Approved, in accordance with Academic Council recommendation, by Board motion 14-15-89/90 for a one-year period.
91.05.16 Approved, in accordance with Academic Council recommendation, the extension of the policy for one additional year (1991-92) – Board motion 12-11-90/91.
97.10.23 Revised and approved by Board motion 7-10-23-97/98 as recommended by Academic Council motion 97-10-07-07.
2003.02.01 Format updated.
2004.06.17 Revised (including name change) and approved by Board motion 01.6.17-2003/04 as recommended by Academic Council motion 04-05-11-08.
2009.10.03 Amended as recommended by Academic Policies Committee, and approved by Academic Governance Council 10/03/09, motion 09-03-10-2009.
2009.10.08 Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
2014.09.23 Policy was reviewed by Academic Policies Committee and no changes were made. Presented to Academic Governance Council as information item 7.2.5.
2014.10.28 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
2014.12.22 Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
2015.01.13 Appendix 1 updated by the Office of the University Registrar.

RELATED POLICIES:
C1000 Academic Integrity
C1025 Course Outlines
C2020 Grading
Final Assessment

C2025 Academic Schedule
C2100 Graduation
D4140 Scheduling Policy
E1050 Management of Student Records and Information
E3103 Student Appeals

IMPLEMENTATION DATE: October 3, 2009
Appendix 1

Programs Offered Outside of Standard Academic Schedule

Business Management, major in Insurance and Risk Management
Travel

Prepared by the Office of the University Registrar
January 2015