

## **1.0 POLICY STATEMENT**

1.1 MacEwan University (the “University”) upholds the highest academic standards while maintaining a supportive Student-centered environment. Assessments are critical elements of the University’s educational process, enabling the achievement of learning outcomes and ensuring academic rigor. It is critical that Assessments be administered in ways that uphold the University’s standards for Academic Integrity, timeliness of evaluation and fairness. The University is committed to accommodating special requirements for Assessments as required by Human Rights. In addition, the University is cognizant that, owing to Exceptional Circumstances, Students may require scheduling changes such as deferral of Assessments, which must be approved by the appropriate University offices.

## **2.0 PURPOSE**

2.1 The purpose of the policy is to provide clarity to stakeholders about the administration of assessments as part of the academic mission at the University.

## **3.0 APPLICABILITY**

3.1 This policy applies to all Assessments administered in any credit course in a Ministry-approved program at the University.

## **4.0 DEFINITIONS**

### **Academic Integrity**

A “commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action.”<sup>1</sup>

### **Assessment**

Assessments outlined in the Course Syllabus for credit courses that include, but are not limited to, written, practical, and oral examinations (including take-home examinations), projects (including portfolios), theses, presentations, practicum/workplace learning requirements, and performances.

### **Deferred Examination**

A Final Examination or Final Assessment that a Student is permitted to take at a later date due to Exceptional Circumstances or other acceptable grounds, which prevent the Student from completing the Examination or Assessment as originally posted by the Office of the University Registrar or by the Instructor in the Course Syllabus.

### **Examination**

Any assessment that requires supervision or proctoring.

### **Exceptional Circumstances**

Compelling and extenuating circumstances, which are typically unexpected, that prevent Students from taking Examinations or Assessments as scheduled. For a circumstance to be considered exceptional it must be beyond a Student’s control, have a significant impact on the Student’s capacity to meet their academic obligations, and could not have reasonably been prevented.

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<sup>1</sup> International Center for Academic Integrity (2014). <http://www.academicintegrity.org/icai/resources-2.php>

**Final Assessment**

Examinations or other scheduled Assessments that typically take place or are due on the last day of class during the term until the end of the Final Exam period.

**Final Examination**

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

**Student**

For the purpose of this policy, student means any individual with an enrolment record for a Ministry-approved program at the University.

**Working Day**

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

## **5.0 POLICY ELEMENTS**

### **5.1 Instructor Responsibilities Related to Assessments**

- 5.1.1 Instructors are responsible for the scheduling and administration for all course Assessments outlined in the course syllabus outside of Final Examinations scheduled by the Office of the University Registrar.
- 5.1.2 Instructors are responsible for invigilation of all Assessments in their courses. When instructors are not available to invigilate Assessments, it is their responsibility to arrange for appropriate invigilation through their departments, Faculties or Schools.
- 5.1.3 Instructors are responsible for communicating expectations about and managing requests from Students for academic concessions related to in-term Assessments. Any concession granted for Exceptional Circumstances must align with the Grading Policy and Grading Procedure. These may include but are not limited to re-scheduling Assessments, extension of deadlines, re-weighting of grades, make-up exam, alternative evaluations or assignments.
- 5.1.4 The University will ensure that all Assessment events uphold the standards of Academic Integrity. The University is committed to promoting and upholding an environment of Academic Integrity through education, compliance with standards, and prevention of those (See Student Academic Integrity Policy).
  - 5.1.4.1 Instructors are responsible for making Academic Integrity expectations clear and explicit for all Assessments; reducing the occurrence of violations through appropriate design, invigilation, and administration of Assessments; and responding to suspected academic misconduct in accordance with the Student Academic Integrity Policy and related procedures.

### **5.2 Final Assessments and Examinations**

- 5.2.1 Final Examinations are scheduled to minimize conflicts for Students.

- 5.2.2 Normally, all Final Assessments and Final Examinations must be administered no later than the last day of the Final Examination period as published in the academic schedule, with the exception of approved Deferred Examinations.
- 5.2.3 Final Examinations must be conducted during the scheduled examination period, with the exception of Deferred Examinations, or other Final Assessment activities ancillary to the course (labs, placements, etc.), which may be conducted at another scheduled time as per the Course Syllabus.
- 5.2.4 The dates and times for Final Assessments and Final Examinations shall be published no later than halfway through the term in which they are scheduled. Notification can occur through the Course Syllabus, the digital learning environment, or other electronic or written means.
- 5.2.5 All Students must be available for Final Assessments and Final Examinations for the courses in which they are enrolled. Students are responsible for familiarizing themselves with Final Assessment and Final Examination requirements and guidelines for conduct during Final Assessments and Final Examinations. Students are responsible for accessing published information about dates, times, duration, and locations.
  - 5.2.5.1 Students are not expected to complete more than two Final Examinations or scheduled Final Assessments within a 24-hour period except in the case of take-home Examinations.
  - 5.2.5.2 Students who identify a conflict per clause 5.2.5.1 should bring the matter without delay to the attention of the Dean's Office in the Faculty or School in which they are registered.
  - 5.2.5.3 Final Examinations not returned to Students shall be retained for a minimum of twelve (12) months as per the Management of Student Records and Information Policy.

### **5.3 Deferred Examinations**

- 5.3.1 Exceptional Circumstances may arise that prevent a Student from taking a Final Examination or Final Assessment as scheduled. The purpose of a Deferred Examination is to provide, under Exceptional Circumstances or for other acceptable grounds, an alternative opportunity for a Student to take the Final Examination or Final Assessment.
- 5.3.2 Deferred Examinations are exceptions granted only to Students formally approved by the Faculty or School in which the course is offered.
- 5.3.3 Deferred Examinations are granted only on grounds the University deems acceptable. Those grounds are:
  - 5.3.3.1 Exceptional Circumstances including, but not limited to, an incapacitating health condition or debilitating illness, hospitalization, serious personal hardship, domestic affliction, bereavement, unforeseen crisis or medical emergency, military or civic duty (e.g., jury duty, mandatory court appearance), or religious obligation which prevents the Student from completing the Examination as scheduled. Upon the authorization of an Associate Vice-President in Student Affairs or designate,

Students who are receiving direct support, such as under the Sexual Violence Policy and/or Student of Concern process, shall be considered to have Exceptional Circumstances;

- 5.3.3.2 A scheduling conflict created by the Office of the University Registrar;
- 5.3.3.3 A Student with more than two Final Examinations or proctored Final Assessments in a 24-hour period as per article 5.2.5.1.

Examples of three exams in a row (24-hour period) would be:

- 9:00 AM, 1:00 PM, and 6:00 PM (all in the same day)
- Or 1:00 PM, 6:00 PM, and 9:00 AM (the next day)
- Or 6:00 PM, 9:00 AM (the following day), and then 1:00 PM

The middle exam will be the exam that is deferred in the cases of three exams in a row as list above;

- 5.3.3.4 Students who are representing the University at sanctioned events (e.g. MacEwan Griffins Athletics events, business case competitions, Model UN Club) or participating in high-level athletic or artistic events deemed equivalent.
- 5.3.4 Application for a Deferred Examination must be made using the Deferred Examination request form no later than (2) Working Days after the original scheduled date (See Student Deferrals Procedure).
- 5.3.5 Approval for a Deferred Examination rests with the Faculty or School in which the course is offered. The Faculty or School will designate an individual to render the decision. Typically, the approver will be the Instructor or Department Chair.
- 5.3.6 If approved for a Deferred Examination, a grade of DEF will be temporarily noted on the Student's record and will be replaced with a final grade in the normal manner as per the Grading Policy.
- 5.3.7 Approved Deferred Examinations are administered by the Faculty or School in which the course is offered. Deferred Examinations will be taken at the first available opportunity at the discretion of the Faculty or School or, when applicable, Exam Services (See Student Deferrals Procedure). Deferred Examinations shall be designed to replace the missed Examination in weight and scope.
- 5.3.8 In the event that a request for a Deferred Examination is denied, as it does not meet the criteria, the Student will be notified via email, with the Instructor included when not the designated approver.
- 5.3.9 The Student may elect to appeal a denied Deferred Examination request to the Dean or designate of the Faculty or School in which the course is offered. The decision of the Dean or designate is final.
- 5.3.10 Frequent use of the Deferred Examination Procedure may be reviewed. Patterns of repeat Student Deferred Examination requests may be grounds for denial.

#### **5.4 Disruption of Final Assessments**

- 5.4.1 In the event of an emergency that occurs immediately prior to or during a Final Examination, the invigilator is responsible for initiating the Disrupted Final Assessment Procedure.

#### **5.5 Accommodations for Students with Disabilities**

- 5.5.1 Students requiring disability accommodations for Assessments should consult the Students with Disabilities Procedure (See also Human Rights and Accessibility Policy) and the Access and Disability Resources Office (ADR).

### **6.0 ASSOCIATED PROCEDURES**

- Disrupted Final Assessment Procedure
- Student Deferrals Procedure

### **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Academic Schedule
- Grading Policy
- Grading Procedure
- Management of Student Records and Information Policy
- Student Academic Integrity Policy
- Students with Disabilities Procedure

### **8.0 ACCOUNTABILITY**

#### **Policy Sponsor**

Provost & Vice-President, Academic

#### **Responsible Office**

Office of the University Registrar

**9.0 HISTORY****Relevant Dates**

Approved:	<b>25.05.12</b>
Effective:	<b>25.09.01</b>
Next Review:	<b>30.09</b>

**Modification History**

<b>90.06.21:</b>	Approved, in accordance with Academic Council recommendation, by Board motion 14-15-89/90 for a one-year period.
<b>91.05.16</b>	Approved, in accordance with Academic Council recommendation, the extension of the policy for one additional year (1991-92) - Board motion 12-11-90/91.
<b>97.10.23</b>	Revised and approved by Board motion 7-10-23-97/98 as recommended by Academic Council motion 97-10-07-07.
<b>2003.02.01:</b>	Format updated.
<b>2004.06.17:</b>	Revised (including name change) and approved by Board motion 01.6.17-2003/04 as recommended by Academic Council motion 04-05-11-08.
<b>2009.10.03:</b>	Amended as recommended by Academic Policies Committee, and approved by Academic Governance Council 10/03/09, motion 09-03-10-2009.
<b>2009.10.08:</b>	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
<b>2014.09.23:</b>	Policy was reviewed by Academic Policies Committee and no changes were made. Presented to Academic Governance Council as information item 7.2.5.
<b>2014.10.28:</b>	Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
<b>2014.12.22:</b>	Updated to reflect current policy names and numbers, references to retired policies and Related Policy listings.
<b>2015.01.13:</b>	Appendix 1 updated by the Office of the University Registrar.
<b>2021.05.03:</b>	Revised to expand scope beyond final examinations to include other types of assessment for which deferrals may be requested and includes a policy name change (formerly Final Assessment Policy). Approved by General Faculties Council Motion #GFC-02-03-05-2021.

**2025.05.12** Revised to reflect the change that Faculties and Schools are responsible for the administrative responsibilities related to deferred examinations. Approved by Academic Standards, Curriculum and the Calendar Committee of General Faculties Council Motion #ASCC-08-05-12-2024/25 and effective September 1, 2025.