

# EXAMINATIONS

During the final examination period, Saturday is considered a regular day. Examinations may be scheduled on public holidays. Students are advised to become familiar with the Schedule of Dates and are expected to be available to write a final examination at any point during the scheduled final examination period. Students who encounter a conflict between a scheduled mid-term or final examination and a religious obligation (see Section VII - Academic Accommodation of Religious Obligations (calendar.uoguelph.ca/guelph-humber-calendar/undergraduate-degree-regulations-procedures/academic-accommodation-religious-obligations/)) must contact the faculty-in-charge and their Academic Advisor to request that alternate arrangements be made. Any request for Academic Consideration for a deferred condition or deferred examination on the basis of pleasure travel/vacation will be denied. Academic Consideration is not given to students who misread published timetables.

## Mid-Term Examinations

Term tests must not be scheduled during the last five class days prior to the final examination period. Exceptions may be granted by the Program Head for practical evaluations such as laboratory or studio tests, so long as the scheduling of such tests is indicated in the course outline. Short quizzes which have been a regularly scheduled part of the course and which are intended to review small amounts of material are not considered term tests and may be held during the last five class days.

Faculty must schedule term tests and examinations in regularly scheduled class time. If academic misconduct is a concern because of classroom set-up, faculty are urged to present term tests which will allow students to best exhibit their own understanding of the course material (i.e., avoid multiple choice tests). Invigilation support cannot be provided by Registrarial Services for mid-term examinations.

When conflicts arise between deferred final examinations and midterm examinations, the deferred final examination must take precedence. The faculty for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable to the student and faculty, for the student to make up for the missed mid-term exam. If the student and the faculty are not able to come to a mutual agreement, the matter will be referred to the appropriate Program Head.

## Program Head's Responsibilities

Program Heads shall:

- be responsible for the conduct of all term examinations conducted by their faculty.
- provide assistance and advice when requested by an faculty regarding term examinations.

## Faculty's Responsibilities

Faculty:

- are urged to exercise discretion when requiring certification of illness and, in particular, are encouraged not to require certification of illness affecting semester work when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available.
- shall take an attendance record at each term examination. The attendance record is for the academic program's use and is not submitted to Registrarial Services.

## Final Examinations / Assignments and Final Week of Classes

Final term assignments or papers may be due in the last five class days prior to the final examination period. Due dates for these evaluations must be stated in the course outline. Final assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes. Take-home examinations may not be due in the last week of classes.

Where regular final examinations are to be given they must be given during the examination period. All regular final examinations shall be two hours in duration. The following guidelines have been approved for conducting final examinations:

Faculty should indicate to the Campus Registrar whether a final examination time slot is required for a course. In the absence of specific direction, the course outline for a course will be referenced in the development of the final examination schedule. Faculty must indicate whether:

1. the examination will be a regular, sit-down examination for which a room is required; or
2. the examination will be a take-home examination; or
3. the examination will be in some other format (orals; computer exams; juried performance exams, etc.).

### Final Examination Regulations

1. The final examination period should be scheduled so as to provide a two day break between the last day of classes and the first day of examinations.
2. The final examination period consists of nine or ten days, except in the Summer semester, where it may be shortened to eight days.
3. Final Examinations are two hours in duration.
4. Final examinations (regular format) must be scheduled during the final examination period.
5. Final Examinations (take-home format) must be due during the final examination period.
6. The last day of the examination period is the final due date that may be assigned for take home examinations or exams given in other than regular, sit-down format. When using a take-home or other format final examination, the Faculty must allow students at least 72 hours between the date of issue of the exam and the due date. The date of issue of the examination and the due date must be included in the course outline distributed at the first class meeting. If a student's time to complete a take-home examination is significantly lessened because of the number and timing of regularly-scheduled sit-down examinations, the faculty may grant an extension, provided the new due date is not beyond the grade submission deadline for the course. Such a request must be initiated by the student no later than the end of the second week of classes. The length of the extension will be at the faculty's discretion and faculty are advised to give the student the new due date in writing. The date of issue of the examination and its due date must be included in the course outline distributed at the first class meeting.
7. If the examination (take-home format) is to be handed out after the end of classes, the faculty will be responsible for arranging distribution and for ensuring that students have the appropriate opportunity to ask questions for clarification.

8. The Campus Registrar of the University is the final arbiter of the manner of conducting examinations and receives general directives on policy from the Vice-Provost.
9. The Academic Advisor, in cooperation with the appropriate examiners, establish special examination procedures as and when needed, for students who have temporary or permanent physical disabilities. Medical opinion shall be sought whenever there is doubt about the extent or nature of the disability.

## Student's Responsibilities Regarding Final Examinations

Students must consult the Final Examination Schedule for examination times and locations.

### Examination Regulations

1. Students must be seated on entering the examination hall. Until at least one hour after commencement of the examination, no candidates shall be permitted to leave except under supervision. If a candidate is not present within the first hour of the commencement of the examination, the candidate shall not be permitted to write the examination.
2. No person shall be allowed in the examination hall during the course of the examination except the candidates concerned and those supervising the examination.
3. No book, paper, or other aids shall be used during the examination except by permission of the faculty-in-charge. Students shall dispose of their bags and knapsacks by placing them on the floor at the front of the examination room, and any books not classified as permissible aids shall be placed at the front of the examination room.
4. If provided, students must complete the examination attendance card at the beginning of the examination and place it beside their University of Guelph-Humber identification card at the front of the table. The attendance card will be signed at the time of collection.
5. Students who have completed the examination will be allowed to leave their seats after the first hour has elapsed and after their examination books have been collected. To minimize the disturbance to students who have not yet completed their examinations, no student shall leave the examination hall during the last 15 minutes of the examination. At the conclusion of the examination period, students must remain seated until all papers have been collected and they are dismissed by the faculty-in-charge or the invigilator of the examination.
6. When more than one examination booklet is handed in, students shall number each booklet and indicate on the cover of the first booklet the total number of booklets used.
7. No writing within the answer book is permitted after the instruction to stop writing has been given. The faculty-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.
8. No electronic devices are allowed in the examination room unless explicitly approved by the faculty in charge. This includes, but is not limited to cellular phones, hand held/palm communication devices and pagers.
9. No caps or hats are allowed in the examination room. Any student wearing a cap or hat will be asked to remove it before the examination begins.
10. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.
11. Breach of any of the above rules will be considered as Academic Misconduct and will be investigated accordingly.

Students in Distance Education courses who live more than 200 km from campus may write their final examinations at an off-campus examination site close to where they live. For further information, please contact your Academic Advisor

## Faculty Support Officer Responsibilities

1. Responsible for the security of the examinations printed in the academic program for the faculty.
2. Printing the required number of copies for each examination.
3. Responsible for distributing the copies of the examination to the faculty on the date set for the examination.
4. Distributing a copy of the "final class list" to each faculty concerned.

## Program Head's Responsibilities

The Program Head is responsible for the conduct of all examinations held in their program by their faculty. The faculty-in-charge of the examination shall be the faculty member responsible for the course and the setting of the examination (or a designate) and to distribute the examination attendance cards provided.

## Faculty's Responsibilities

1. The faculty member responsible for the course and the setting of the examination, or a designate, shall be the faculty-in-charge for that course.
2. To be present at the examination room thirty minutes prior to commencement of the examination and to be responsible for distribution of examination papers, attendance cards, if used, and other authorized materials.
3. To be responsible for the taking of attendance during the first hour of the examination period (attendance cards are used in the large examination settings and class lists in other locations – typically classroom examinations.)
4. To be responsible for arranging the pick-up of examination books and papers and comparing the number of examinations collected to the number of attendance cards or student signatures collected. These records should be retained by the faculty.
5. To ensure all examination books are securely packaged.
6. The faculty-in-charge and the invigilators shall not allow any student to enter the examination room after the first 60 minutes nor allow any student to leave during the first 60 or last 15 minutes of the examination period.
7. Include all instructions regarding the examination on the examination paper, i.e., writing on every other line, writing on the right hand pages of the book. **Verbal instructions made at the examination hall must be very limited.**
8. Where a student does not write the final examination, the faculty shall follow the procedures outlined under Academic Consideration in this section of the calendar.
9. Faculty who wish to hold examinations in other than sit-down, regular formats should discuss procedures with their Program Head.

## Campus Registrar's Responsibilities

1. The Final Examination Timetable is computer-prepared and is based on student course selections made during the course selection period.
2. Under normal circumstances, changes to the published examination timetable are not allowed.
3. To provide each faculty-in-charge with an examination attendance record in the form of a print-out of all students registered in the

course or attendance cards for those examinations being written in the large settings (GYM etc).

4. All examinations shall be under the direction of the faculty member in charge of the course. The faculty or assigned examination invigilators will start and end the examination.
5. Examination invigilators shall assist the faculty-in-charge to ensure that no student enters the examination room after the first 60 minutes or leaves during the first 60 minutes or the last 15 minutes of the examination period.
6. The Campus Registrar shall prepare a set of guidelines for the faculty-in-charge and invigilators, which will assist them in carrying out their duties in the examination rooms.

## Policy on Student Access to Final Examination Materials

Final examination papers and final assignments are to be retained by faculty members for a period of one semester.

Printed or written materials directly related to examinations conducted in the final examination time period published in the Undergraduate Calendar, or related to final assignments shall be made available to a student, upon submission of a written request to the faculty member and/or Program Head. The request shall be submitted by the fifth class day of the next semester.

Printed or written materials to be made available include the examination question paper, the marking scheme keyed to desired responses to questions, where appropriate; the student's response to the examination questions; and records taken by examiners during oral or any other examination. Faculty members are encouraged to discuss openly with the student any questions raised. If the faculty member is not readily available, the Program Head will make the necessary arrangements for student access to the material. When a large number of requests are received in connection with a specific course or when a faculty member is on leave it may be necessary for the Program Head to delay access and make special arrangements, (i.e., the posting of the marking scheme on a bulletin board, the scheduling of a special meeting at which the faculty member will review the examination, etc.)