

**TITLE: FINAL EXAMINATIONS**

**POLICY STATEMENT:**

Red Deer College recognizes the need to provide students adequate notice to prepare for final examinations in credit courses, including mid-term examinations in full year courses that are scheduled over two-terms. In order to perform successfully in final examinations, students are provided with sufficient preparation time between the last day of classes and the first day of final examinations.

Final examinations are written or completed after the last day of classes in a scheduled examination period. Instructors inform students in the Course Outline whether a final examination is required. The period for final examinations in programs that have an alternate academic term is outlined in the Course Outline. Students must be available for examinations up to the last day of the final examination period as noted in the Academic Schedule, or as determined in their course.

Courses with an alternate form of final examination such as take-home examinations, oral examinations or term projects are not included on the Official Final Examination Schedule.

**PURPOSE:**

In determining students' grades for a course, many instructors assign significant weight to final examinations, testing the students' mastery of material covered in the course. Such examinations typically entail more time to complete than is available in a regular class period. Accordingly, the College recognizes the need to formalize a period in which such examinations can be written or completed, and to allow for alternate forms of final examinations.

A student occasionally performs significantly below his/her capabilities on a final examination or may miss a final examination. The College provides limited opportunities for students to write Deferred Examinations and/or Supplemental Examinations.

**SCOPE:**

This policy applies to all written and alternate forms of final examinations in credit courses that carry a weight of at least 20% and no more than 50% of the final mark for a course grade. Full year courses that are scheduled over two terms which have a mid-term examination worth 20% or more are also included in the scope of this policy. Programs with different academic term end dates have alternate examination schedules based on the academic schedule for their programs.

**PRINCIPLES:**

Procedures and decisions at Red Deer College:

- Treat all persons fairly and respectfully.
- Are nondiscriminatory and non-intrusive.
- Incorporate open, honest and timely communication.
- Are made in a timely manner.
- Provide appropriate confidentiality and privacy.
- Provide appropriate access to education.
- Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
- Operate with clear written expectations for conduct and handling of complaints.

- Meet all accreditation standards.
- Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
- Are communicated in alternate forms to those who require such accommodation.

## **DEFINITIONS:**

**Alternate Academic Term:** Academic terms that vary from the general academic schedule as listed in the Academic Schedule Policy. Programs using alternate academic schedules are noted in the Academic Calendar.

**Alternate Forms of Final Examination:** An examination, such as take-home, online, oral or projects, distributed by the instructor on the last day of classes with a deadline for submission that is no fewer than four days from the last date of classes, per the Academic Schedule, and no later than the last scheduled examination day of the final examination period. Alternate forms of final examinations may also include examinations set by accrediting bodies.

**Course Outline:** The Course Outline is an agreement between the instructor and the students that outlines clear and critical course information to students.

**Deferred Examination:** An examination that is postponed due to a conflict with the examination schedule, illness, domestic affliction, religious practices or other compelling reasons, including the requirement for disability accommodations.

**Final Examination:** An examination written or completed after the last day of classes as part of the final grade for the course and carries a weight of at least 20% and no more than 50% of the final grade. Final examinations include all forms of examinations due **after** the last day of class.

**Last Day of Classes:** The last day of class before the commencement of the Official Final Examination period, as identified on the Academic Calendar. All instruction ceases on this day. Assignments, assessments and examinations due beyond this date are considered a final examination.

**Mid-term Examination:** An examination written or completed at or about the half-way point of a course or term.

**Official Final Examination Schedule:** The detailed list of final examinations for each course specifying the days, times, and places at which they occur. The Registrar's Office is responsible for posting the Official Final Examination Schedule on the Registrar's notice boards and online. Days, times, and places for alternate examinations and examinations in programs that have an alternate academic term are identified in the Course Outline.

**Online Examination:** Examination distributed and written/completed in electronic format.

**Schedule Conflict:** A conflict where a student is scheduled to write or complete two or more final examinations at the same time, or where a student is scheduled to write final examinations in three consecutive time slots within a twenty-four (24) hour period or where the approved accommodation results in an extended writing time.

**Supplemental Examination:** A subsequent examination requested by a student and approved by the instructor to improve his/her grade in the course.

## **GUIDELINES**

1. The integrity of examinations issued is the responsibility of the instructor.
2. Associate Deans or their designate are responsible for supplemental and deferred examinations in the absence of the instructor.

3. In the event of planned or unplanned absences, it is the responsibility of the instructor and Associate Dean/designate to provide an examination to the Registrar, upon request, for approved deferred examinations, and to submit the grade by the deadline indicated in the Academic Schedule, and this Policy.
4. Students are not permitted to leave the examination room until one half hour has elapsed after the examination began.
5. Students arriving late are not permitted to enter the testing area if another student writing the same examination has left.
6. No additional time is provided for students arriving late for examinations.
7. Students unable to enter the test area may apply for a deferred examination through the Registrar.
8. Writing a final examination in advance of the official final examination schedule is not permitted.

### **FINAL EXAMINATION SCHEDULE**

1. An Official Final Examination Schedule for each academic term is initiated one week after the last day to add/drop by the Office of the Registrar. Courses which fall within the scope of this policy are scheduled by the Scheduling Office. The Official Final Examination Schedule is posted online.
2. All written final examinations are scheduled with:
  - a. A break between the last day of classes and the beginning of the final examination period. This break is no less than four days except in the case where it must be reduced to three days in order to enable the Fall Term academic schedule to begin after Labour Day, in accordance with the Academic Schedule Policy.
  - b. Official start times for final examinations are 9:00 a.m., 2:00 p.m., and 7:00 p.m. Mountain Standard Time (MST) for students living within this time zone.
  - c. No student is required to write examinations in three consecutive time slots.  
  
e.g.     9:00 a.m., 2:00 p.m., 7:00 p.m. MST consecutively  
      or     2:00 p.m., 7:00 p.m., 9:00 a.m. MST consecutively  
      or     7:00 p.m., 9:00 a.m., 2:00 p.m. MST consecutively
  - d. When a scheduling conflict occurs, the student may opt to defer one of the conflicting examinations to the deferred examination date as published in the Academic Schedule.
  - e. Examinations will not exceed three hours in length to complete, unless mandated differently from an accrediting body.
  - f. Evening courses offered on campus requiring an examination are generally scheduled in the 7:00 p.m. slot on the same day the course was offered.
  - g. Final examinations delivered at a distance or in alternate forms are scheduled and administered during the final examination period.

3. With the exception of any laboratory examination, any test or examination which is written or completed during the last seven (7) days of classes must be valued *at less than* 20% of the final mark for the course grade.
4. Alternate forms of final examinations given during the final examination period are valued at no more than 50% of the final mark for the course grade unless there is a specific requirement of the accrediting body.
5. Requests by instructors to change the Official Final Examination Schedule are submitted to the Associate Dean of the program. Requests that are supported by the Associate Dean are submitted to the Scheduling Office. Requested changes that increase student conflict(s) may not be accommodated by the Scheduling Office.
6. Requests for changes to the Official Final Examination Schedule that cannot be accommodated by the Scheduling Office are appealed to the Registrar.
7. The Scheduling Office is responsible for notifying all registered students impacted by the change for a final examination.
8. Instructors, administering or arranging examinations set by accrediting bodies must inform the Scheduling Office of possible conflicts with the policy.
9. Scheduling Coordinators have the authority to make changes to classrooms after the Official Final Examination Schedule is approved without Associate Dean or Dean support, providing the classroom attributes are satisfied with the new room assignment. Instructors are notified by the Scheduling Office that the room is changed.
10. Final grades are to be submitted to the Registrar within the timelines indicated in the Academic Schedule, and according to the Academic Schedule Policy.

### **DEFERRED FINAL EXAMINATIONS**

1. Deferred examination requests apply only to examinations that are on the Official Final Examination Schedule or are delivered in an alternate format within the scope of this policy.
2. Approval for a deferred final examination, except for scheduling conflicts, rests with the Registrar, upon application by the student, and is based on documentation provided by the student.
3. Instructors are required to provide a deferred examination for every course, upon request by the Registrar's Office.
4. The Registrar assigns a grade of "DEF" to students who are granted a deferred examination.
5. Instructors submit the final grade to the Registrar within five (5) working days of the examination.
6. The Registrar replaces the grade of "DEF" with the grade assigned.
7. The Test Centre only administers approved deferred examinations which are on the Official Final Exam Schedule and final examinations approved for students with accommodations.

8. Approval for deferred examinations where the request is related to a documented disability that requires an accommodation rests with the Learning Support Services Coordinator or the Registrar.
9. Deferred examinations are written or completed on the deferred dates as published in the Academic Schedule.
10. If the student is granted a deferred examination and cannot write on the scheduled date, s/he may appeal to the Registrar.
11. Students who do not write the deferred exam are assigned a mark of zero for the final examination.

## **SUPPLEMENTAL EXAMINATIONS**

1. Students are eligible to apply for a maximum of two supplemental examinations in one academic year.
2. Supplemental examinations have the same value in course grade determination as the original final examination. The supplemental examination mark replaces the original final examination mark in determining the final grade in the course. The student's course grade increases, decreases or remains the same as a result of writing the supplemental examination.
3. A student applies for the supplemental examination through the instructor within five (5) working days of the publication of the final grade providing the initial final examination mark was 40% or greater. The instructor approves or denies the application. In the absence of the instructor the student applies to the Associate Dean.
4. The approved supplemental examination application is brought to the Registrar's Office by the student to confirm eligibility and to proceed with processing the non-refundable application fee. The Registrar informs the instructor/Associate Dean if the application is denied due to eligibility.
5. If the student is granted a supplemental examination and cannot write on the scheduled date, s/he may appeal to the Registrar.
6. Cancellations are accepted by the Registrar's Office until 48 hours before the scheduled supplemental examination. Refunds are not issued for cancelled supplemental examinations.
7. Instructors submit the final grade to the Registrar within five (5) working days of the examination.
8. Students who do not write the supplemental exam are assigned a mark of zero for the supplemental examination.
9. The student's transcript reflects only the grade based on the supplemental examination with the notation "Supplemental".
10. Supplemental examination applications that have been denied by the instructor are appealed to the Registrar.

## **USE OF COMMUNICATION AND ELECTRONIC DEVICES**

1. Students have a responsibility to conduct themselves in a manner which does not disrupt the examination for other students. Cell phones or other communication/ electronic devices not required as part of the exam must be turned off during examinations. Students using electronic devices that are disruptive or used for purposes other than what is required for the examination are asked to leave the room for the remainder of the scheduled period and the Student Misconduct: Academic and Non-Academic Policy is applied.

**OFFICER RESPONSIBLE:** Chair, Academic Council

**RECOMMENDING AUTHORITY:** Academic Council

**CONSULTATION FOR REVIEW:** Students, Faculty, Registrar, Academic Policy Committee, Deans' Council, Learning Resources, Academic Advising, School Councils.

**POLICY REVIEW DATE:** July 1, 2018

**EFFECTIVE DATE:** July 1, 2014

**REVISION HISTORY:** July 1, 2000 (Final Examinations Policy and Standard Practice)  
January 9, 2002  
May 4, 2004  
January 1, 2005  
July 1, 2014 (Standard Practice rescinded/incorporated into revised Final Examinations Policy)

### **RELATED POLICIES:**

- Academic Credit Assignment to Courses
- Academic Calendar
- Academic Schedule
- Academic Standing
- Admission of Students to Credit Programs
- Appeals: Formal
- Appeals: Informal Resolution
- Assessment and Grading
- Course Outline
- Graduation, Certification and Completion
- Information Assets and Information Systems Acceptable Use
- Prior Learning Assessment and Recognition
- Student Misconduct: Academic and Non-Academic
- Student Rights and Responsibilities

### **CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors operational policies.