

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 academic terms.

PURPOSE:

Final Examinations are completed in a scheduled examination period unless the course is offered in a program where the term end date does not follow the Academic Schedule. Students are provided with limited opportunities to defer examinations and write Supplemental Examinations.

SCOPE:

This policy, and accompanying guidebook, applies to all forms of Final Examinations in credit courses that carry a weight of at least 21% and no greater 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 21% or greater are also included in the scope of this policy.

PRINCIPLES:

1. Policies at RDC:
 - 1.1. Treat all persons fairly and respectfully.
 - 1.2. Are non-discriminatory and non-intrusive.
 - 1.3. Incorporate open, honest and timely communication.
 - 1.4. Are made in a timely manner.
 - 1.5. Provide appropriate confidentiality and privacy.
 - 1.6. Provide appropriate access to the College and education.
 - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
 - 1.8. Operate with clear written expectations for conduct and handling of complaints.
 - 1.9. Meet all regulatory standards.
 - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
 - 1.11. Are communicated in alternate formats 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.

Alternate Forms of Final Examination: an examination distributed by the instructor on the Last Day of Classes with a due date no later than the last day of the Final Examination period. The examination may be in the form of a take-home exam, oral presentation, project or an exam required by an accrediting body.

Course Outline: a document provided to credit students that transparently and clearly details the structure, expectations and requirements of the course.

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

Final Examination: a final test or examination, with the exception of laboratory examinations, completed

- a) within the scheduled final exam period with a weight of no less than 21% and no greater than 50% of the final grade.
- b) within the scheduled Final Examination period and offered in an Alternate Form.

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

Mid-term Examination: an examination 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 locations at which they occur. The Office of the Registrar is responsible for posting the Official Final Examination Schedule in a format accessible by students and faculty. Courses using 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. Days, times, and locations for Alternate forms of Final Examinations are identified in the Course Outline.

Online Examination: an examination distributed, completed and submitted in an electronic format.

Schedule Conflict: a conflict where a student is scheduled to complete two (2) or more Final Examinations at the same time, or where a student is scheduled to complete 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 the grade in the course. Students are eligible to write two (2) Supplemental Examinations each academic year.

GUIDELINES:

1. Instructors are responsible for providing supplemental and Deferred Examinations upon request. In the absence of the Instructor, Associate Deans or their designate are responsible for providing supplemental and Deferred Examinations.

2. Priority use of rooms for scheduling during final exam week:
 - 2.1. College examinations, courses and related activities.
 - 2.2. College meetings, activities and events.
 - 2.3. External meetings, activities and events for which the college is a partner or sponsor.
 - 2.4. Other external meetings, activities and events.

PROCEDURES:

A. FINAL EXAMINATION SCHEDULE

1. The Official Final Examination Schedule is posted thirty (30) days prior to the first day of the Final Examination period.
2. Final Examinations are normally scheduled over five (5) to six (6) consecutive days and may include Saturday. For Spring and Summer academic terms, or programs with an Alternate Academic Term, the examination period is pro-rated.
3. With the exception of laboratory examinations, no tests or examinations are to be completed during the last seven (7) days of classes if the weight of the test or examination is 21% or greater of the final course grade.
4. Alternate Forms of Final Examinations given during the Final Examination period are valued at no greater 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 one week prior to the Last Day of Classes.
6. Instructors, administering or arranging examinations, set by accrediting bodies, must inform the Scheduling Office of possible conflicts with the policy.
7. Scheduling Coordinators have the authority to make changes to classrooms after the Official Final Examination Schedule is approved.
8. Student's requiring an accommodation for Final Examinations, including Deferred and Supplemental Examinations, must contact the Disability Resources Coordinator in advance to make the necessary arrangements.

B. DEFERRED FINAL EXAMINATIONS

1. Students who miss a scheduled Final Examination, or are scheduled to complete three (3) final exams in a row on the same day, are eligible to apply for a Deferred Examination through the Registrar.

C. SUPPLEMENTAL EXAMINATIONS

1. Students are eligible to apply for a maximum of two (2) Supplemental Examinations, each academic year, through the instructor within five (5) working days of publication of

final grades. If the student attempts and fails a Supplemental Examination they are not eligible to write a second supplemental in the same course.

REFERENCE: Final Examinations Guidebook

OFFICER RESPONSIBLE: Chair, Academic Council

POLICY CATEGORY: Academic Policy

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Academic Advising, Centre for Teaching and Learning, Deans' Council, Faculty, Library Information Common, Registrar, School Councils Students' Association

POLICY REVIEW DATE: July 2023

EFFECTIVE DATE: July 1, 2018

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)
- July 1, 2018

RELATED POLICIES:

[Academic Accommodations for Students with Disabilities](#)

[Assignment of Academic and Billing Credits to Courses](#)

[Academic Calendar](#)

[Academic Schedule](#)

[Academic Standing](#)

[Assessment and Grading](#)

[Course Outline Policy](#) and [Guidebook](#)

[Graduation and Completion](#)

[Communication and Information Systems Acceptable Use](#)

[Recognition of Prior Learning](#)

[Student Misconduct Non-Academic Policy](#) and [Guidebook](#)

[Student Rights and Responsibilities](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.