



RED DEER COLLEGE
**Final Examination
Guidebook**

Final Examinations Policy
Version 1.0
January 24, 2018

Contents

INTRODUCTION.....	3
DEFINITIONS	3
GUIDELINES:	4
FINAL EXAMINATION	5
DEFERRED EXAMINATION.....	6
SUPPLEMENTAL EXAMINATION.....	7
EXAM ACCOMMODATIONS.....	8
INSTRUCTIONS FOR STUDENTS.....	8

INTRODUCTION

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. In determining students' grades for a course, instructors may assign a significant weight to final examinations, testing the students' mastery of material covered in the course, which typically require more time to complete than is available in a regular class period.

Students are informed through the course outline whether a final examination is required. Students must be available to complete final examinations up to the last day of the final examination period as noted in the Academic Schedule or as indicated in the course outline(s). Students are provided limited opportunities to defer examinations and write Supplemental Examinations in accordance with the Academic Schedule.

This guidebook outlines the process for final examination scheduling and determining a student's eligibility for a deferred or supplemental examination.

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 disability/accessibility 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 20% and no more 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 examinations are identified in the Course Outline.

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

Schedule Conflict: a conflict where a student is scheduled to complete two 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 supplemental examinations each academic year.

GUIDELINES:

1. Associate Deans or their designate are responsible for providing supplemental and deferred examinations in the absence of the instructor.
2. 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.
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 20% or greater of the final course grade.
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 completing the same examination has left. No additional time is provided for students arriving late for examinations.
6. Students unable to enter the test area, or become ill during the final examination, may apply for a deferred examination through the Registrar.
7. Students are permitted to leave the examination once for a washroom break but must leave all materials, including electronic devices, with the exam invigilator. Students who require more than one washroom break, as the result of a medical condition, must have the accommodation approved by Accessibility Services.
8. Students have a responsibility to conduct themselves in a manner which does not disrupt the examination for other students.
9. Completing a final examination in advance of the official final examination schedule is not permitted.

10. Priority use of rooms for scheduling during final exam week:
 - 10.1. College examinations, courses and related activities.
 - 10.2. College meetings, activities and events.
 - 10.3. External meetings, activities and events for which the college is a partner or sponsor.
 - 10.4. Other external meetings, activities and events.
11. All final examinations with a weighting of 20% to 50% of the final course grade **must** be scheduled during the final examination period.
12. With the exception of laboratory examinations, final tests or examinations completed during the last seven (7) days of classes, prior to the final examination period, must be weighted less than 20% of the final course grade.
13. Full year courses that are scheduled over two academic terms which have a mid-term examination worth 20% or more are scheduled during the final examination period.
14. Instructors and Associate Deans are responsible to schedule final tests or examinations (including alternate forms of examinations) in accordance with this policy.
15. The tentative schedule on each course outline will include the scheduling of the final examination.
16. Students and faculty are advised, through the Loop, of their scheduled final exams 30 days in advance of the start of final exam period by the Office of the Registrar.
17. Students are permitted to leave the examination once for a washroom break but must leave all materials, including electronic devices, with the exam invigilator. Students who require more than one washroom break, as the result of a medical condition, must have the accommodation approved by Accessibility Services.

FINAL EXAMINATIONS

1. The Official Final Examination Schedule is posted 30 days prior to the first day of the final examination period.
2. Final examinations are normally scheduled over 5 to 6 consecutive days and may include Saturday. For Spring and Summer academic terms the examination period is pro-rated.
3. All final examinations are scheduled with:
 - 3.1 A break, between the last day of classes and the beginning of the final examination period, no less than four days in duration except in the case where it must be reduced to three days in order to: enable the Fall Term to begin after Labour Day or to accommodate a five (5) day Fall term reading break.
 - 3.2 An official start time of 9:00 a.m., 2:00 p.m., or 7:00 p.m. Mountain Standard Time (MST).

- 3.3 Final examinations will be scheduled for no less than two (2) and no greater than three (3) hours in duration unless mandated by an accrediting body. Students may opt to use the full hours scheduled for the final examination.
- 3.4 A scheduled two (2) hour examination must only have a weight of no less than 20% and not greater than 30% of the final course grade.
- 3.5 A scheduled three (3) hour examination must have a weight of no less than 31% and no greater than 50% of the final 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 one week prior to the last day of classes. Requested changes that increase student conflict(s) may not be accommodated by the Scheduling Office. Requests that cannot be accommodated by the Scheduling Office may be appealed to the Registrar
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. No final examination will be scheduled with varying increments of time e.g. 2 hours and 15 minutes, 2 hours and 30 minutes, 2 hours 45 minutes or other combinations unless mandated by an accrediting body and approved by the Associate Dean.

DEFERRED EXAMINATIONS

1. Students who miss a scheduled final examination, or are scheduled to complete 3 exams in a row on the same day, are eligible to apply for a deferred examination through the Registrar.
2. Approval for deferred examinations, requiring an accommodation, rests with the Learning Support Services Coordinator or the Registrar.
3. The Test Centre only administers approved deferred examinations which are on the Official Final Exam Schedule and final examinations approved for students with accommodations.
4. Instructors are required to provide a deferred examination for every course, upon request by the Office of the Registrar and/or Test Centre.
5. Students who do not write the deferred exam are assigned a mark of zero for the final examination.
6. 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 the policy.
7. Approval for a deferred final examination rests with the Registrar, upon application by the student, and is based on documentation provided by the student except when the deferral is approved by the Learning Support Services Coordinator as an accommodation.

8. UoC Collaborative students can apply for a deferred examination through the RDC Office of the Registrar (as per email from V. Tumas, December 4, 2015).
9. The Registrar assigns a grade of “DEF” to the student’s record until the final grade is submitted by the instructor within five (5) working days of completion of the examination.
10. Deferred examinations are written or completed on the deferred dates as published in the Academic Schedule.
11. If the student is granted a deferred examination and cannot write on the scheduled date, they may appeal to the Registrar. The Registrar may defer the examination to the Supplemental Examination date.

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 a supplemental examination in a course they are not eligible to write a second supplemental in the same course.
2. The instructor, or Associate Dean in the absence of the instructor, approves or denies the application based on:
 - 2.1. achievement of a mark of at least 40% or greater on the final examination where the passing mark is 50%;
 - 2.2. achievement of a mark that is 10% below the passing mark set for the final examination where the passing mark is greater than 50%; or
 - 2.3. extenuating circumstances, as determined by the instructor, warrant a supplemental examination.

If the application is denied the student may appeal to the Registrar.

3. Students may cancel the supplemental examination through the Office of the Registrar 48 hours prior to the scheduled supplemental examination date as indicated in the Academic Schedule. Students who do not cancel or write the supplemental exam are assigned a mark of zero for the supplemental examination. The supplemental examination mark replaces the original final examination mark in determining the final grade in the course.
4. The student’s transcript reflects the grade based on the supplemental examination mark achieved with the notation “Supplemental”.
5. The approved supplemental examination application is brought to the Office of the Registrar 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.
6. If the student is granted a supplemental examination and cannot write on the scheduled date, they may appeal to the Registrar.
7. 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.

8. Instructors submit the final grade to the Registrar within five (5) working days of the examination using the [Grade Change](#) form.
9. Supplemental examination applications that have been denied by the instructor are appealed to the Registrar.
10. Effective September 2015, students in the Bachelor of Business Administration (BBA) collaborative program with Mount Royal University (MRU) are not eligible to write supplemental examinations, as per the RRU/RDC Collaborative Program Agreement.

EXAM ACCOMMODATIONS

Accessibility Services approves all exam accommodations for students with documented disabilities. Accommodations can take many forms and may include:

- Extending exam writing time
- Using assistive technology
- Providing exams in an alternate format
- Providing interpretive services
- Altering the environment

INSTRUCTIONS FOR STUDENTS

1. Students are expected to be available to write final examinations during the scheduled final examination period.
2. 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.
3. Students using electronic devices that are disruptive or used for purposes other than what is required for the examination are asked to leave the examination room for the remainder of the scheduled period. When using the washroom students are reminded that academic integrity is expected. The Student Misconduct: Academic and Non-Academic Policy will be applied if cheating occurs as a result of attending the washroom or using unauthorized resources including electronic devices.
4. Students who become ill should return their exam to the invigilator, leave the room and contact the Office of the Registrar as soon as possible to arrange a deferred examination.
5. Students are not permitted to leave the examination room until one half hour has elapsed after the examination began unless they are ill.
6. Students arriving late are not permitted to enter the testing area if another student writing the same examination has left.
7. No additional time is provided for students arriving late for examinations.
8. Students unable to enter the test area may apply for a deferred examination through the Office of the Registrar.

For Students writing exams in the gym:

1. Book bags, purses and other items, that are not required for your exam, will not be allowed into the gym. Please avoid bringing these items as they will need to remain in

the entrance area which is unsecure and not supervised. Red Deer College is **not** responsible for any lost or stolen items.

2. Bring a sweater or light jacket as the temperature in the gym is often cool.
3. Food is not permitted in the gym.
4. Drink containers with secure lids are permitted in the gym.