

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 applies to all 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.

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 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.

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 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 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 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.

PROCEDURES:

A. FINAL EXAMINATION SCHEDULE

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.
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.

B. DEFERRED FINAL 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.

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 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.
 - 2.4. 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".

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, Learning 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:

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

[Academic Calendar](#)

[Academic Schedule](#)

[Academic Standing](#)

[Appeals: Formal](#)

[Appeals: Informal Resolution](#)

[Assessment and Grading](#)

[Course Outline](#)

[Graduation, Certification and Completion](#)

[Communication and Information Systems Acceptable Use](#)
[Recognition of Prior Learning](#)
[Student Misconduct: Academic and Non-Academic](#)
[Student Rights and Responsibilities](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.