

Title	Final Examinations
Number	F1007
Category	Instruction

1. PURPOSE

To outline the principles that govern final examinations and their administration for the College's credit/regular studies courses.

2. DEFINITIONS

Designated exam location – the physical location where a final exam is held. Includes classrooms, labs, computer labs and online, and Accessibility Services.

Examinable course – a course that requires a final examination. Courses are designated “examinable” or “non-examinable” at the time of their approval by Education Council.

Extenuating circumstances – compassionate and exceptional circumstances beyond a student's control that significantly affect the student's ability to meet requirements of a course. Such circumstances may include those related to a student's physical or psychological health that are verifiable and documented by an appropriate professional.

Extraordinary circumstances – those circumstances that result in unavoidable disruption of the operation of the College. Examples include, but are not limited to, electricity outage, health warning, and closure due to severe weather or labour action.

Final examination – an assessment of student learning that is formally scheduled during the official examination period.

Final Examination Schedule – a schedule listing all final exams, their date, time, duration, designated location, and assigned invigilators.

Official examination period – the period during which final examinations are scheduled. This period is determined by the Registrar.

Registrar – the Department of Registrar and Enrolment Services.

Study day – day(s) following the final instructional day intended to allow students to prepare for final examinations.

3. POLICY

Final Examination Requirement

3.1 The requirement for a final examination in a course is established by Education Council.

An examination must be held for all courses designated by Education Council as examinable.

Official Examination Period

- 3.2 Final examinations are normally scheduled Monday to Sunday (including evenings) and may only be held during the official examination period.

Examination Scheduling

- 3.3 The Registrar prepares the Final Examination Schedule with the primary goal of ensuring the minimum number of conflicts for students. The Registrar will determine the rules necessary to put this principle into operation.
- 3.4 All examinable courses will be included on the Final Examination Schedule.
- 3.5 Students are required to write final examinations at the time, date, and designated exam location indicated on the Final Examination Schedule
- 3.6 Final examinations will be rescheduled for any student who has:
- Two or more examinations at the same time.
 - More than three examinations in one day.
 - Less than 30 minutes between examinations.
 - More than six hours of examinations in one day.

The officially scheduled date and time of a final examination will not be changed for any other reason.

Duration of Examinations

- 3.7 The scheduled duration of final examinations will normally be the following:
- 2 hours for courses numbered 2999 or lower
 - 3 hours for courses numbered 3000 or higher.

Weighting of Final Examinations

- 3.8 Final examinations shall normally constitute 20% to 35% of the final grade. Deviation from this range requires approval of Education Council.

Final Examination Mode of Delivery

- 3.9 Final exams will normally take place on campus and in person.
- 3.10 Exceptions to in-person final exams must be communicated to the students by the first day of classes.
- 3.11 The decision to offer a take-home examination must be discussed with the Division Chair prior to the first day of classes.
- 3.12 Take-home examinations shall be assigned during the final examination period and must be due before the end of the final examination period.

Invigilation and Proctoring

- 3.13 Where exam date and time is assigned by the Registrar, instructors are required to invigilate the exam.

Late-Arriving Students/Missed Examinations

- 3.14 If a student is late as the result of extenuating circumstances and is able to write the final exam, the instructor may make alternative arrangements with the student or may agree to proceed under Policy E2011 – Withdrawal from Courses and Deferred Standing.
- 3.15 If a student is late as the result of extenuating circumstances and is unable to write the final exam, the instructor may make alternative arrangements with the student or may agree to proceed under Policy E2011 – Withdrawal from Courses and Deferred Standing.
- 3.16 Students who miss a final examination as the result of extenuating circumstances may apply for special consideration under Policy E2011 – Withdrawal from Courses and Deferred Standing

Retention of Examination Documents

- 3.17 Instructors are responsible for retaining all student examination documents in a manner and for a period that corresponds with the approved College retention schedule.
- a. Regular faculty members will retain examination documents or online examinations for one year and then will confidentially destroy them.
 - b. Term faculty will forward examination documents to the Department Chair prior to the end of the semester. The Department Chair will retain term faculty members' examination documents for one year and then will confidentially destroy them. Online examination documents will be retained for one year.

Exceptions

- 3.18 The College determines when extraordinary circumstances warrant change.

4. RESPONSIBILITY

For enquiries relating to this policy, contact the Registrar.

5. REGULATIONS/PROCEDURES

[Final Examinations Procedures](#)

History/Revision	
Origination Date	September 8, 2008
Amendment Date(s)	November 22, 2022 September 19, 2017 December 18, 2012 March 24, 2009
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