



<b>SUBJECT</b>	<b>Faculty Procedures for Exams</b>
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**BACKGROUND**

This document provides the procedures to be followed by faculty in conjunction with Policy A-15 "Protocol for Assignments, Tests, and Exams."

**PROCEDURE – EXAMINATIONS**

**1. EXAM SCHEDULING**

- a) Exam schedules are established by each department in collaboration with other departments and sites. No more than two exams per day may be scheduled for students in each program.
- b) Exam schedules are posted at least 3 weeks before the first scheduled exam.
- c) Any special requests from students not registered with the Special Needs Department to allow them to write exams outside the scheduled exam period will have to be approved by the faculty member and Coordinator.

**2. EXAM PREPARATION**

(Note - an exam is as defined in the course outline.)

- a) The exam is submitted by the faculty member by the date posted in the Academic Calendar or Departmental Manual or as determined by the Department.
- b) All exams must be typed and proofread.
- c) The exam is submitted to the Executive Regional Director/Associate Regional Director/Director for approval.
- d) Upon final approval from the Executive Regional Director/Associate Regional Director/Director, one copy of the exam is given to the faculty member to be kept in a secure location.
- e) The department arranges for safekeeping and printing of exams.
- f) Each department is responsible for providing exam supplies (e.g. paper).
- g) Exam attendance sheets (section lists) should be obtained from the department.

**3. INVIGILATION**

All exams must be invigilated. Invigilating of exams is the responsibility of the faculty member or the Special Needs Department either directly or by delegation. Faculty members must be available during their exams.

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4.	<p><b><u>EXAMINATION ROOM RULES</u></b></p> <p>a) Students must sign an examination attendance sheet</p> <p>b) All students must stay in the exam room for at least one hour.</p> <p>c) Students must have the permission of the invigilator to enter the exam room after the first half-hour and no student will be allowed to enter the exam room for the purpose of writing the exam <u>one hour</u> after the start time unless under exceptional circumstances and with the approval of the professor.</p> <p>d) Students entering the exam room late must sign in and provide a reason for being late. It is up to the invigilator to determine if the student will be allowed to write the exam.</p> <p>e) Students needing to use the washroom must sign out and in and/or may be escorted to the washroom by a staff member.</p> <p>f) All books, paper, and other materials/devices not pertinent to the exam being written must be placed in a designated location in the exam room.</p> <p>g) All examination materials are the property of the College and must be left in the exam room</p> <p><b><u>POST EXAM</u></b></p> <p>The Executive Regional Director/Associate Regional Director/Director is to ensure that a sample copy (in both hard and electronic format) of an exam* for courses that have exams is placed in the Learning Resource Center of the respective site. This sample exam must reflect the format and content of the actual exam. Students studying at a distance can access the sample exam by contacting the appropriate LRC and having the exam emailed to them.</p> <p>*Some exceptions to this rule may be:</p> <ul style="list-style-type: none"> <li>• copyright questions</li> <li>• exams/questions controlled by external organizations.</li> </ul> <p><b><u>RELEASE OF EXAM GRADES</u></b></p> <p>a) A student has a right to review his/her earned marks.</p> <p>b) When requested and with sufficient notice, the faculty member shall provide access to the student to review his/her marks while respecting the confidentiality of other students.</p> <p>c) Such access shall not be unreasonably withheld.</p> <p>d) Should a faculty fail to provide access, the student may formally request access through the <b><i>Executive Regional Director/Associate Regional Director/Director..</i></b></p> <p>e) Nothing in the foregoing limits or restricts a student from accessing such information under the Freedom of Information and Protection of Privacy Act.</p>

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<p><b>7. <u>POST EXAM</u></b></p> <p>a) The marked exams must be signed in at Student Services within one month of the promotional meeting.</p> <p>b) Student Services is responsible for keeping the exams until the completion of the subsequent semester.</p> <p><b>General Notes</b></p> <p><b>Faculty should refer to the Special Needs Department for further information related to accommodations for students with Special Needs.</b></p>	

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