

POLICY

Policy Title:	Examinations	Approval date:	June 14, 2019
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Approval Body:	Academic Council		
Effective date:	June 14, 2019		

Purpose

In order to ensure the credibility of UCW degrees it is critical that all UCW examination assessments occur within a structured and secure environment.

Scope

This policy applies to all UCW students.

Policy Statement

Because each course has its structure, each instructor must ensure that Quizzes, Mid-Terms and Final Exams remain in compliance with the policy as much as possible.

Since classrooms at UCW are small, it would be ideal to create multiple versions of Quizzes, Mid-Terms and Final Exams, and distribute them accordingly to avoid cheating.

Mid-term examinations shall be given only in class times as described in the course schedules, and shall not exceed the times assigned for each class unless otherwise mutually agreed with the instructor and students.

No single mid-term examination shall exceed 30% of the final grade.

Final examinations shall not exceed 40% of the final grade.

Where possible, instructors are encouraged to contact other instructors who have scheduled the Quiz, Mid-Term or Final Exam on the same day and time, and mingle the students from different courses in order to avoid cheating.

For the purpose of this policy, Quizzes, Mid-Terms and Final Exams are called “Examinations”.

The following examination protocol must be followed:

1. All examinations must be invigilated in person or through an online invigilator system. Instructors should be watchful during examinations, stay in the room at all times, and walk around the classroom.
2. No entry allowed after the beginning of the examination.
3. Students must leave their belongings such as bags, books, pencil cases, cell phones, electronic dictionaries, or any other electronic device at the front or back of the classroom. They are not to be taken to the examination desk or table. Calculators are allowed only when required by the instructor.
4. Cell phones must be turned off during an examination and put away into the students’ bags.
5. Cell phones and electronic dictionaries are not allowed to be used as calculators during an examination.
6. Students are prohibited from consuming food and drinks (with the exception of water in a clear bottle with no label) during the examinations.

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7. During all written examinations, alternating seats should be used when feasible. Instructors and invigilators can assign student seats.
8. Washroom breaks are not allowed during an examination unless approved by the instructor. All necessities must be dealt with before the examination begins.
9. Instructor and invigilator are not allowed to answer any questions concerning the examination content.
10. Only pens, pencils, and erasers are allowed on top of the students' table (no shared calculators).
11. Students are forbidden to take pictures of the examination. If they do, this event will be considered academic misconduct as per UCW Policies, and the student will be asked to leave the room immediately.
12. Students are responsible for bringing their own materials. Scrap paper, if necessary, will be provided to students by the instructor or invigilator.
13. Students are not allowed to do the following during an examination:
 1. talk to other students, look around, and/or make noise;
 2. purposely expose written papers to the view of other students;
 3. use extra paper/s not approved by the instructor.
14. Students are required to return all papers, such as the examination paper, used or unused scrap paper and formula sheets at the end of an examination. Failure to return all papers in the proper condition will result in a mark of zero on the examination. Possession or use of information or materials not authorized by the instructor is considered cheating.
15. Students must present their University Canada West student ID card at all examinations. If students do not have this card, the instructor or invigilator may accept another form of photo identification.
16. Students who do not obey instructor and/or invigilator instructions during an examination will be asked to leave the room immediately and will receive a zero on the examination.
17. Cheating is a very serious offense and is absolutely not tolerated at UCW. Any incident of cheating during an examination will result in the following and in accordance to the UCW Academic Misconduct Policies:
 1. The student will receive a mark of zero on the examination.
 2. An incident report will be documented and kept in the student's file.

Out-of-Time Final Examinations

In the event of an exceptional circumstance that meets the criteria outlined below, students may apply to write a final examination at a time other than the scheduled time. These examinations are referred to as out-of-time final examinations. The examination will be invigilated on campus or through an online invigilator system.

Procedure

A student may apply to write an out-of-time final examination by submitting a completed Out-Of-Time Final Examination Form to the appropriate Program Chair or Director, or designate. Except in unforeseen circumstances, as described below, students must complete and submit their request for an out-of-time examination at least two weeks in advance of their scheduled examination so an out-of-time examination can be organized at a suitable time.

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Criteria for Approval of Out-of-Time Final Examinations

A. Unforeseen Circumstances

Medical/Health: Approval of an out-of-time final examination request may be granted if the student has been injured, or hospitalized or is under the care of a health care professional/practitioner for a condition which prevents the student from writing the examination at the scheduled time.

Compassionate: Approval of an out-of-time final examination request may be granted for compassionate reasons such as, but not limited to, a death, serious illness or injury of a member of the student's immediate family. At the discretion of the Program Chair or Director, or designate, consideration may also be given for other unforeseen events beyond the student's control.

Legal Obligations: Approval of an out-of-time final examination request may be granted for legal obligations which include but are not restricted to jury duty or court appearances.

Note: In all cases the student must submit written confirmation and/or documentation verifying that the student is or was unable to write the final examination at the scheduled time because of unforeseen circumstances beyond the control of the student. In the event of illness or injury, the student and/or the physician must indicate in writing when the student could reasonably be expected to write the final examination.

b. Religious Beliefs

Approval of an out-of-time final examination request shall be granted if an examination is scheduled on a day recognized for observance by the student's religion or church, as guaranteed by the Canadian Charter of Rights and Freedoms. The student may be required to submit a letter from his or her church or equivalent.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Academic Misconduct	Any act or behaviour through which the student contravenes their rights and responsibilities as a member of the University community

Related legislation

None

Related policies

Policy Number	Policy Title
5006	Academic Appeals
9011	Appeals for Non-Academic Discipline
9014	Student Rights & Responsibilities