

## POLICY AND PROCEDURES

<b>POLICY NAME:</b> Examinations	<b>POLICY NUMBER:</b> 2.3.1	<b>CATEGORY:</b> Academic
<b>RESPONSIBLE EXECUTIVE:</b> Vice President/Principal	<b>APPROVAL AUTHORITY:</b> Executive Council (with recommendation from Academic Council)	<b>EFFECTIVE DATE:</b> December 1, 2020
<b>NEXT FULL REVIEW DATE:</b> December 2, 2024	<b>REVISED:</b> February 18, 2022	<b>REPLACES:</b>

### **Purpose**

The is policy sets out the regulations, requirements, and related policies in place to maximize the integrity of the examination (exam) process at Coquitlam College (the College).

### **Scope**

This policy applies to all students, instructors, and staff.

### **Policy Statements**

1. The College provides a reliable and consistent exam process and conducts exams in an environment with minimal disruption and distraction, so students are able to concentrate, reflect, and demonstrate their knowledge.
2. The administration of exams is done in a safe, secure, and healthy environment that promotes clear communications and reduces unnecessary stress.
3. Students who require and have been approved for alternative exam arrangements will be afforded appropriate and reasonable accommodation and consideration.
4. The College maintains an Academic Schedule, which is available on the website, which lists the dates for all midterm and final exams.
5. In the event of a disruption or cancellation of an exam due to unforeseen circumstances, the College will provide a timely and reasonable opportunity for students to complete the exam.

### **Procedures**

6. Students are responsible for reading and complying with college policies relating to student conduct, specifically policy 2.2.1 Student Academic Responsibility. A lack of awareness of this or any other College policy does not excuse a student from responsibility for their actions.
7. The College administers its midterm and final examinations following the official Exam Regulations outline in Appendix A.
8. Instructors will provide the midterm and final exam cover pages to students as part of the midterm and final exams.
9. Students in the Senior Secondary Dogwood Diploma Program are required to write the following exams in order to graduate:
  - a. Graduation Literacy Assessment (Grade 10 and Grade 12)
  - b. Graduation Numeracy Assessment (Grade 10)

10. Students are required to follow the exam procedures and instructions from faculty and staff at all times.
11. The College is not responsible for personal items that are lost or stolen during an exam.

### **Exam Schedule and Conflicts**

12. The dates for mid-term and final exams are listed on the Academic Schedule, which is available on the College website.
13. Exams will not be given outside of these scheduled timelines, except in circumstances where pre-approved accommodations have been made in accordance with policy 2.2.4 Accessible Learning.
14. Students with an exam conflict should notify their Instructors as soon as the conflict is identified.
15. The Instructor and student will work together to find an alternate time for writing the exam.
16. Rescheduled exams will not be scheduled prior to the original exam time.

### **Deferred Examinations**

17. Students who miss a final examination due to a serious illness or emergency may be able to write a deferred examination.
18. Proof of illness or emergency may be requested from students seeking a deferred exam.
19. Deferred exams are given at least two weeks after the start of the next semester and no later than four weeks after the start of the semester.
20. If an instructor issues a deferral mark, it must be changed to a final letter grade within the first month of the following semester.
21. All deferrals should be approved and recorded by the department head.

### **Academic Accommodations**

22. Students requiring academic accommodation are responsible for requesting the necessary academic accommodation in advance of the exam period and in accordance with the recommended requirements and timelines as outlined in policy 2.2.4 Accessible Learning.
23. A failure to comply with established timelines may result in the denial of a request for academic accommodation

### **Interruptions**

24. If a significant disruption occurs which prompts the delay or cancellation of an exam, the College reserves the right to move the exam to a new location, or to re-schedule the exam.
25. If an unscheduled fire alarm sounds during an exam, students must leave all exam materials on their desk and follow the instructions of the invigilator.

### **Definitions**

None.

### **Related Documents**

- 2.2.1 Student Academic Responsibility Policy
- 2.2.4 Accessible Learning Policy
- Appendix A: Exam Regulations for Midterm and Final Examinations

Appendix B: Midterm Exam Cover

Appendix C: Final Exam Cover

Appendix D: Online Midterm Exam, Final Exam and Final Exam Project Regulations