

Examinations

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| Number: | 2.3.1 |
| Responsible Executive: | Chief Academic Officer |
| Approval Authority: | Senior Leadership Team (with recommendation from Academic Council) |
| Effective Date: | December 23, 2025 |
| Next Review Date: | December 22, 2030 |
| Revised Date: | |
| Category: | Academic |

PURPOSE

This policy outlines the standards, expectations, and procedures governing the administration of examinations at Coquitlam College (the College).

SCOPE

This policy applies to all students, instructors, invigilators, and staff involved in the examination process.

POLICY STATEMENTS

1. The College is committed to academic integrity and aligns its examination practices with provincial requirements for both high school and post-secondary programming.
2. Examinations will be administered in a standardized, secure, and accessible manner that supports fairness, minimizes disruption, and allows students to effectively demonstrate their knowledge and skills.
3. The College recognizes and respects the right of students to wear religious, cultural, or medical attire during exams, while also maintaining exam integrity in a manner that is respectful and culturally sensitive.
4. Examination dates are published in the Semester Schedule and Final Exam Schedule on the College website. The College reserves the right to adjust dates, times, or locations in exceptional circumstances (e.g., operational issues, extreme weather, emergencies). Changes will be communicated promptly.
5. Students who engage in academic misconduct before, during, or after an examination are subject to disciplinary action under the Student Academic Responsibility Policy (2.2.1).
6. Instructors and Invigilators who fail to follow established examination procedures may be subject to disciplinary action under the Employee Professional Standards and Conflict of Interest Policy (3.1.2).

PROCEDURES

Roles & Responsibilities

7. Students are responsible for:
 - a. Reading and complying with all College policies, procedures and exam protocols.
 - b. Arriving on time with valid photo identification and any permitted exam materials.
 - c. Following examination instructions, rules, and invigilator directions.

- d. Storing personal belongings as directed. The College is not responsible for lost or stolen items.
- e. Notifying instructors of conflicts or accommodation needs in advance.

8. Instructors are responsible for:

- a. Preparing exams in accordance with College policies, including attaching the College-approved Examination Cover Page – Instructions and Rules (Appendix A).
- b. Ensuring exams remain secure prior to administration (e.g., locked storage, password protection).
- c. Notifying the Department Head when an alternate invigilator is required.
- d. Providing clear instructions regarding exam conditions (e.g., authorized aids, special accommodations).
- e. Submitting exam materials to the Registrar's Office (if required for accommodations or deferred exams) by the established deadline.
- f. Marking and submitting grades on time.
- g. Reporting irregularities, suspected misconduct, or accommodation issues to the Registrar's Office and/or Chief Academic Officer.

9. College Administration is responsible for:

- a. Maintaining examination policies and procedures consistent with application regulations and institutional goals.
- b. Publishing the Final Exam Schedule and providing timely notification to students and employees of its availability.
- c. Processing accommodation requests in accordance with the Student Accommodation Policy (2.2.4).
- d. Ensuring that exam spaces are suitable, accessible, and appropriately equipped.
- e. Investigating reported incidents of academic misconduct.
- f. Overseeing deferred exam requests and timelines.

Exam Invigilation

10. Exams are normally invigilated by the course instructor. When an alternate invigilator is required, the Instructor will notify the Department Head and coordinate with the invigilator, so they are fully briefed on exam conditions, permitted materials, and any student accommodations.
11. Invigilators are responsible for upholding academic integrity and ensuring that examinations are conducted in a fair, secure, and respectful environment. Responsibilities include maintaining vigilance, verifying student identity, enforcing exam rules, and reporting irregularities.
12. If an invigilator suspects that academic misconduct is occurring during an exam, they should take immediate steps to appropriately address the situation.
13. All invigilators must follow the College's Invigilation Guidelines.
14. Concerns regarding invigilation practices or exam irregularities will be referred to the Chief Academic Officer for review.

Examination Protocols

15. Identification

- a. Students must present valid photo identification before receiving an exam.
- b. Acceptable ID:
 - Coquitlam College Student ID card;
 - BC-issued photo ID (e.g., Driver's Licence); or
 - Passport or other government-issued photo ID.
- c. Students without valid ID must report to the Registrar's Office for verification. A \$50 verification fee applies.

16. Lateness

- a. Students may be admitted within the first 30 minutes of the exam. No additional time will be granted to write the exam.
- b. After 30 minutes, students will not be admitted and must submit a deferral request form to Academic Advising.

17. Behaviour During Exams

- a. The exam room must remain quiet. Students should raise their hand for assistance.
- b. All electronic devices must be removed, turned off or silenced, and stored with personal belongings as directed by the invigilator. This includes phones, earbuds, smartwatches, etc.
- c. Students may not wear hats, caps, or hooded clothing during an examination. Religious, cultural, or medical head coverings are permitted.
- d. Only permitted materials, writing utensils, clear water bottles, and approved aids may be on desks.
- e. Food is prohibited unless pre-approved as part of an accommodation.
- f. Capturing, reproducing, or distributing exam content in any form is strictly prohibited.

18. Exiting the Room

- a. No student may leave during the first 30 minutes of the exam.
- b. Students who finish between these times may quietly submit their exam and exit without disrupting others.
- c. All students must remain seated until their exam is collected and acknowledged by the invigilator.
- d. Washroom breaks are permitted only after the first 30 minutes. Students must request permission from the invigilator and wait for an escort before leaving the room.

19. Academic Integrity and Misconduct

- a. Any suspected misconduct, irregularities, or emergencies must be documented and reported to the Registrar's Office immediately.
- b. Students in violation of these rules are subject to penalties under the Student Academic Responsibility Policy (2.2.1).

Exam Format

20. All mid-term and final examinations, including for blended courses, are conducted in person at the College.

Deferred Examinations

21. Students who miss a final exam due to a serious illness or unexpected emergency may request a deferral.
22. Requests must be submitted to Academic Advising on the day of the examination if possible, or within two (2) business days following the missed exam. Requests submitted after this deadline may not be considered.
23. Academic Advising will contact the student to confirm all details and may request supporting documentation, such as a medical certificate or proof of emergency.
24. If required, students will have three (3) business days to provide supporting documentation. If documentation is not provided within this timeframe, the deferral request may be denied.
25. The student will be notified by email of the outcome of the request within two (2) business days following receipt of documentation. Possible outcomes are:
 - a. Approval – the student is permitted to write a deferred exam.
 - b. Refusal – the student's request is denied. The refusal will include a written rationale. Students may appeal a refusal to the Chief Academic Officer within five (5) business days of the date of the email. The decision of the Chief Academic Officer is final.
26. Deferred examinations will normally be scheduled during the second week of the following semester.
27. The Registrar is responsible for scheduling the exam date and location, assigning invigilators and collecting deferred exam papers from instructors.
28. Instructors must provide examination material to the Office of the Registrar prior to the scheduled deferral date. After the deferred exam is written, instructors are required to mark and submit final grades within two (2) weeks of the deferred exam date.
29. The Office of the Registrar will maintain records of all deferred examination requests, outcomes, and ensuring that final grades are submitted within the established timeline. Any issues or concerns will be reported to the Chief Academic Officer.

Academic Accommodations

30. Students seeking exam accommodations must follow procedures under the Student Accommodations Policy (2.2.4)
31. Once approved, instructors and students will arrange exam conditions consistent with the approved accommodations.
32. Rescheduled exams must not occur before the original exam date.

Interruptions

33. In the event of a major disruption prompting the delay or cancellation of an exam, the College may reschedule or move the exam to a new location.
34. Students are responsible for regularly checking official College communication channels (e.g., email, student portal, website) for updates to the Final Exam Schedule. The College is not responsible for missed examinations due to a student's failure to review Final Exam Schedule.
35. If students are adversely affected by a change to the Final Exam Schedule, they should contact their instructor or Academic Advising to discuss possible accommodations.

DEFINITIONS

Examination: Any formal assessment conducted to evaluate a student's understanding, skills, or knowledge in a specific subject or course.

Invigilator: A person assigned to oversee the administration of an examination to ensure compliance with examination procedures.

RELATED RESOURCES

[2.2.1 Student Academic Responsibility Policy](#)

[2.2.4 Student Accommodations Policy](#)

Appendix A: Examination Cover Page – Instructions and Rules

Invigilation Guidelines

APPENDIX A: EXAMINATION COVER PAGE – INSTRUCTIONS AND RULES

Student Information

Full Name: _____ Student ID: _____

Exam Information

Course Name: _____ Course Code: _____

Instructor: _____ Invigilator (if other than instructor): _____

Date: _____ Time Allowed: _____

Total Marks: _____ Total number of pages (including cover) _____

Permitted materials: _____ (insert list).

Instructions

1. Do not open the exam until you are instructed to begin.
2. Read all instructions and questions carefully. If something is unclear, raise your hand for the invigilator. Do not discuss with other students.
3. Write clearly in the format requested. Label any additional sheets with your name and student number.

Exam Rules

4. Only permitted materials are allowed on desks. All other items (phones, smart devices, notes, bags, outerwear) must be stored as directed for the entire exam.
5. Hats, caps, and hoods may not be worn during the exam. Religious, cultural, or medical head coverings are permitted.
6. Valid photo identification must be presented when requested (Student ID, government-issued ID).
7. Remain quiet and follow invigilator instructions. Disruptive behaviour may result in removal.
8. No student may leave the room in the first 30 minutes or during the last 15 minutes of the exam.
9. If you finish early, hand in your exam, and exit quietly without disturbing others.
10. Washroom breaks are allowed only after 30 minutes. Raise your hand to request permission and wait for an escort before leaving your seat.
11. Exam content must not be recorded, copied, photographed, removed, or circulated in any form.

Academic Integrity and Policies

All students must comply with the College's Student Academic Responsibility Policy (2.2.1) and Examinations Policy (2.3.1). Violations (e.g. unauthorized aids, copying, sharing content) will result in a grade of zero at minimum and may lead to further penalties, including failure of the course, suspension, or dismissal.

By signing below, I confirm that I have read and understood the above instructions and rules and agree to comply with them.

Signature: _____