



**EXAM POLICY FOR THE DEVELOPMENT,
DISTRIBUTION, INVIGILATION AND STORAGE
OF CREDIT COURSE EXAMS**

#3-09

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POLICY

To properly respect the student, and to maintain the integrity and reputation of the College, all instructor-developed credit course exams shall be:

- 1. Of a rigour, quality and content appropriate to the level of the course and program.**
- 2. Clearly identified in the Authorized Course Description.**
- 3. Invigilated by a College employee or designate unless the exam is a take-home.**
- 4. Prepared in a timely fashion:**

Scheduled: Made available to other instructors two weeks prior to the date the exam is to be held; and

Open: Prior to the beginning of the semester/term in which the course is being offered.

- 5. Developed, distributed, scheduled, invigilated and stored according to the procedures stated here.**

APPLICATION OF THE POLICY

For the purpose of this policy, the term EXAM is used to signify credit course, instructor-developed, Final and Mid-term tests used College-wide. This excludes informal, classroom

testing at the discretion of a local instructor or externally developed tests regulated by government agencies such as are used in many vocational programs.

RESPONSIBILITIES

Campus Administrator or Principal

Scheduled Course Exams

1. The responsibility for scheduling Final Exams in Scheduled Academic Courses, when the exam is not given as part of the class, rests with the Dean of Student Services in consultation with appropriate faculty.
2. For the Fall Semester, the Exam Timetable for Scheduled Courses should be released by October 15th each calendar year, and for Winter Semester by February 15th of the calendar year.
3. In the event that a student has two (2) exams scheduled at the same time, it is the responsibility of the Director, Student Services, Principal or Associate Dean of College Centres, where appropriate, together with the course instructor, to make alternate arrangements for the student.

Department

1. Rigour, quality, equivalency and content of exams is the responsibility of the Department.
2. Departments will review course exams on an annual basis to determine need for, and schedule for, revision.
3. The allocation of marks in an exam and contribution towards a final grade:
 - May not be varied from one location to another;
 - Must be reflected in the Authorized Course Description and, with respect to **Open Courses**, may not be changed during the semester/term/period during which the course is being offered;
 - Must be reflected in the Authorized Course Description and, with respect to **Scheduled Courses**, may be changed if required during the semester, but the change should not alter the weighted contribution of the combined Mid-term and final exams to the final grade; and
 - May only be changed by the faculty member responsible for the course, as approved by the Department Chair, prior to the beginning of the course.
4. The Department Chair is responsible for seeing that copies of this policy are distributed to all new faculty members as part of their orientation.

Scheduled Course Exams

1. New exams for a Scheduled Course shall normally be prepared each time the course is offered (excepting where the nature of the exam, in the judgment of the Department, is of a type such that a student cannot gain any advantage by prior access to the equivalent exam used in a previous offering of the course).
2. Multiple versions of Scheduled Course exams shall be prepared at the discretion of the Departments. Departments must make their options for alternate exam arrangements explicit to students at the beginning of term.
3. The Department is responsible for ensuring that exams for a Scheduled Course are equivalent across instructors and Campuses.

Open Course Exams

1. All Open Courses shall have at least two (2) versions of each exam.
2. The Department Chair is responsible for ensuring that Open Course exams are marked only by authorized markers.

All Faculty

1. Alert students as to what identification and course materials may be brought with them to the exam.
2. Draw students' attention to their responsibilities with respect to exams.
3. Work with Services to Students with Disabilities to provide appropriate accommodations for students with documented disabilities.

Faculty with Open Course Responsibilities

1. Except when an exam is included in the course manual, order exams for students in Open Courses as per procedures attached to this policy.
2. Ensure that students in Open Courses will be able to sit their exams should the instructor be absent from the College for an extended period.

Faculty with Designated Course Development or Supervisory Responsibilities

1. Revise Scheduled and Open Course exams as determined by the Department.
2. Have Open Course exams on file with area responsible for centralized storage and distribution prior to start of semester, or distributed as part of the Instructor Manual.

Student Responsibilities (Scheduled and Open Course Exams)

1. A student (in either a Scheduled or Open Course) who fails to attend an exam sitting as scheduled, and is subsequently unable to provide evidence of good reason for the non-attendance, shall be given a mark of zero for the exam.
2. If the student is able to provide to the instructor documented evidence of sufficiently serious reason for non-attendance (illness, accident, bereavement), the instructor shall make alternate exam arrangements as directed by Department policy. The student must normally contact the instructor PRIOR to the scheduled writing of the exam. Students will not be able sit the rescheduled exam until such time as the documented evidence has been submitted to the instructor. **Note:** *If more than one course exam is involved, the student may wish to use Student Services as an intermediary.*
3. Once an exam has begun, a student will not normally be permitted to leave the exam and rebook at a later date. Only the course instructor may authorize a rescheduling with an alternate exam.
4. Students must be prepared to present a valid student card or picture ID in the event that they are unknown to the invigilator.
5. Students may be admitted up to thirty (30) minutes after the start of an exam, but they will not be given additional time to complete the exam.
6. For exam security and to minimize disruption, students must wait thirty (30) minutes after the beginning of an exam before handing in their exam and leaving the room.
7. With the exception of a request for accommodations for special needs (See Item 8), students are expected to communicate, to the invigilator, any special circumstances which might require relaxation of the procedures described in the Invigilation of Exams section of the Procedures in this policy.
8. Students who will require exam accommodations to support special needs, must make the necessary arrangements with the course instructor and Services for Disabilities at the beginning of the semester.
9. Scheduling of Exams:
 - Final exams for Scheduled Courses must be written by the student at the designated time;
 - No student shall be expected to write three (3) or more exams in one day. In cases where students have three (3) or more exams scheduled on a single day, they can, and should, request that the third and subsequent exams falling on that day be rescheduled;
 - Should a student find that they have two (2) or more exams scheduled at the same time, they should report this to their instructor immediately, who in turn will work with the appropriate Campus Administrator to make other arrangements; and

- Students in Open Courses must schedule their exams as per the instructions in the Course Manual.

GUIDELINES

Preparation of Exams

All Exams

1. Exams, other than discretionary short classroom quizzes and tests, are prepared by the faculty with authorized course development or course supervision responsibilities. The College provides support for the preparation of "camera-ready" print versions should that support be required.
2. In order to ensure consistency across the College region, all exams must have a cover sheet which will include detailed instructions and provides necessary exam conditions including but not restricted to:
 - Time allotment;
 - Open or closed-book;
 - The number, order and form of the exam being given i.e. Exam #1 of 2 Form A Exam #1 of 3 Form B. (A-identifies Scheduled Exam, B- identifies Open Exam, C- identifies Alternate Exam);
 - Number of pages;
 - Permissible reference or other materials;
 - Percentage of final course mark;
 - Identification of attachments (forms, tables etc.); and
 - Copyright or preparation date.
3. All the sheets of an exam are to be identified with a header or footer and page numbered, so that any missing page(s) due to copying fault will be obvious to the user.

Scheduled Course Exams

1. Multiple versions of Scheduled Course exams will be prepared at the discretion of the Department.
2. Exams for Scheduled Courses should be available to the course instructors at least two (2) weeks prior to the exam being held.

Open Course Exams

1. All Open Courses shall have at least two (2) versions of the mid-term(s) and the final exam.

2. Exams for Open Courses must be prepared and on file with staff responsible for centralized storage and distribution of exams prior to the start of the semester

Scheduling and Ordering of Exams

Scheduled Course Exams

1. With the exception of courses which have in-class Final Exams, the scheduling of final exams in the Academic Division is the responsibility of the Dean of Student Services in consultation with the appropriate faculty.
2. The responsibility for scheduling final exams in Vocational programs is the responsibility of the individual program instructor.
3. Where the exam is formally scheduled by the Dean of Student Services as in Item 1, and where there are multiple sections of the course with a common exam, all final exams, must be written at the same time and on the same date in all College locations. When timetabling does not permit a common exam time, alternate exams, prepared or approved by the faculty responsible for developing/supervising that course, must be administered at the different locations.
4. No student shall be expected to write three (3) or more examinations in one (1) day. In cases where students have three (3) or more examinations scheduled on a single day, they can, and should, request that the third and subsequent exams falling on that day, be rescheduled.
5. Final exams for Scheduled Courses must be written by students at the designated time. If the student is able to provide to the instructor documented evidence of good reason for non-attendance (illness, accident, bereavement), the instructor shall make alternate exam arrangements as directed by Department policy. Students will not be able sit the rescheduled exam until such time as the documented evidence has been submitted to the instructor. The student must normally contact the instructor PRIOR to the scheduled writing of the exam

Open Course Exams

1. The responsibility for identifying the correct exam for students in Open Courses rests with the instructor.
2. Instructor must inform student as to the exam materials permitted, the identification required, and the procedures for booking an exam and any conditions or restrictions around when exams must be booked. (e.g. as in lock-step Open Courses).

3. To ensure that exams arrive in a timely fashion, instructors should recommend students book their exam and/or exam time TWO (2) weeks prior to the exam date.
4. Instructors may choose one of the following options when ordering Open Exams: (**Note:** *For both security reasons and clarity of print copy, exams will not be faxed.*)

Option 1 (The preferred option.)

- At the beginning of the semester, the instructor orders, in writing, from the staff responsible for the storage and distribution of exams, the appropriate exams, identifying form/version and the students by home Campus. The exams are distributed to each of the Campuses along with a copy of the student list; and
- Student books the exam date/time at the local Campus.

Option 2

- Student books the exam date/time at the local Campus; and
- The Campus exam contact emails the instructor who orders, via email, the exam or set of exams and cc's the local Campus contact.

Option 3

- Student contacts the instructor;
- The instructor orders, via email, the exam or set of exams and cc's the local Campus contact; and
- Student or instructor books exam date/time with the local Campus contact.

5. All exam requests must include the following information:
 - The course code;
 - The exam number (i.e., Exam #1 of 2);
 - Exam form (i.e., Form A, Form B);
 - Copyright or print date;
 - Number of copies required;
 - Location of exam and date the exam is to be sat (if known);
 - Exam invigilator; and
 - Student(s) name.
6. Staff responsible for centralized storage and distribution of Open Course exams should confirm that exam requests have been received and ensure that an up-to-date log is kept of exams which are sent out to the Campuses and College Centres.
7. Upon receipt of the exam, the invigilator should ensure it is the exam as identified or requested, that all the pages are included, then keep the exam locked up.
Note: *Any notations on an unused exam must be in pencil.*
8. If a student fails to show for an exam:

- The student's name and "No-Show" will be written on the exam in pencil;
 - Invigilator will notify instructor via email; and
 - Should a student be able to provide to the instructor documented evidence of good reason for non-attendance (illness, accident, bereavement), the instructor shall approve an alternate date for sitting the exam and communicate that to the invigilator via email. Students will not be able sit the rescheduled exam until such time as the documented evidence has been submitted to the instructor. The student must normally contact the instructor PRIOR to the scheduled writing of the exam.
9. If an off-Campus designate is requested by a student:
- The student is responsible for arranging the appropriate designate who must be approved by the instructor;
 - The instructor will order the exam from staff responsible for centralized storage and distribution of open exams providing the following information:
 - a. Name and title of invigilator;
 - b. Address and phone number (if available) of invigilator;
 - c. Exam(s) to be sent;
 - d. Name of student, student ID number and student's local phone number; and
 - e. Whether or not the exam booklet is to be included.
 - The person responsible for centralized distribution of exams will provide off-Campus invigilator with:
 - a. Copy of the appropriate exam(s); and
 - b. Letter naming exam, student information, and name and contact number of instructor, plus will provide a self-addressed, stamped return envelope for returning exam directly to instructor.

Note: *The above may require at least TWO (2) weeks notice.*

Invigilation of Exams

1. The Invigilator will ensure:
 - That all exams commence promptly at the scheduled time. No student shall be admitted to the exam room after thirty (30) minutes nor shall leave during the first thirty (30) minutes of the exam;
 - That students present a valid student card or picture ID in the event that they are unknown to the invigilator;
 - That the correct exam, as authorized by the instructor, has been provided for the student;
 - That when a student with disabilities is sitting the exam in the regular setting, that his/her disability is accommodated as per arrangements negotiated by the student and Services for Students with Disabilities. Where specific accommodations cannot be supported in the regular exam setting, the exam would be invigilated by staff in Services for Students with Disabilities;

- The student(s) is provided with an exam booklet if necessary. No loose paper will be provided or accepted unless authorized by the instructor;
- That any student found cheating or otherwise violating the Academic Conduct Policy in the College calendar, will have his/her exam paper taken away and be required to leave the exam room. The invigilator will immediately document the circumstances of the incident and forward the information to the appropriate Dean;
- All completed exams and exam papers are retrieved from the student(s);
- Food or drink will not be permitted in the exam room;
- Only one (1) student at a time is permitted to leave the exam area at any given time and must return within a reasonable amount of time. If a student requests to leave the room more than twice, during an exam invigilated by someone other than the instructor, the invigilator should make note of this on the student's exam; and
- Students are informed that if they wish to leave after finishing their exam, but before the scheduled end of the exam, they must exit the vicinity of the examination room.

Marking of Exams

Open Course Exams

1. Normally, exams shall be marked only by authorized faculty as identified by the Department Chair.
2. When appropriate, exams shall be marked using guides/keys approved by the course supervisor or designate.

Retention of Exams

1. Exams and records are kept as directed by *Freedom and Information and Protection of Privacy Act* regulations (see North Island College Policy #1-01).
2. All completed final exam student papers shall be securely retained by the instructor for one (1) calendar year following their administration, to be made available in the event of any grade appeal or other inquiry relating to the exam. After that time, exams are to be shredded.
3. Instructors who leave the College must pass their exams and records to the Chair of their Department.

Storage and Distribution

Open Course Exams

1. Open Course exams, other than those supplied as part of an Instructor Manual, are centrally stored and distributed.
2. A minimum of two (2) weeks for copying and shipping should be allowed.
3. For both security reasons and clarity of print copy, requested exams will NOT be faxed to an exam location, nor will completed exams be faxed to the course instructor. Completed exams shall be sent to the course instructor in the most expedient manner as identified by the mailroom.
4. All exams that have not been written shall be returned to the staff responsible for central storage and distribution by the assessment clerks at the Campuses and by the College Centres at the end of each semester.
 - Unwritten exams shall be placed in a sealed, new envelope addressed to the appropriate person and clearly marked, in red, with EXAM/CONFIDENTIAL; and
 - Completed exams shall be sent to the course instructor, or designate, in a new, sealed envelope with the instructor's name and EXAM/CONFIDENTIAL clearly marked, in red, on the envelope.

Availability of Old Exams to Students

Copies of previous year's exams may be assembled, reproduced and sold to students at cost through the Bookstore or, alternatively, reserved in the Library for reference.