



FINAL COURSE EXAM SCHEDULING

#3-16

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| Approved: | January 10, 2001 | by: President's Council |
| Revised: | April 10, 2002 | by: President's Council |
| Effective: | April 10, 2002 | |
| Date to be Reviewed: | 2005 | |

POLICY

The Division of Student Services will schedule course final exams in a fair and reasonable manner in accordance with Education Council Exam Policy for the Development, Distribution, Invigilation and Storage of Credit Course Exams Policy #3-09

PURPOSE

The College will schedule final course exams balancing the needs of instructional faculty for a timely and secure examination process with student need for a conflict free schedule and a reasonable final examination workload.

GUIDELINES

1. North Island College Exam Policy for the Development, Distribution, Invigilation and Storage of Credit Course Exams Policy #3-09, Page 6, Item 3 is a guiding Education Council policy which states, "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."
2. The College will give precedence to the needs of students for a "conflict free" exam timetable.
3. Any North Island College employee may invigilate an exam if so directed by the Director of Student Services, Principal or Associate Dean, College Centres, where appropriate, in accordance with North Island College Policy #3-09.

4. Students will write no more than two exams per day.
5. The College will schedule exams “forward” in the exam period so instructors will have as much time as possible to grade exams and submit marks. This will also allow students as much time as possible before the start of the next term.
6. The College will schedule exams assuming all exams are equally difficult to grade with no preference to the academic subject matter.
7. The Adult Special Education Department will work with students with disabilities to fulfill the College’s duty to accommodate on a case-by-case basis. Instructors will provide alternate exam forms and times for those approved students if the Adult Special Education Department determines said students are unable to write as scheduled. The Adult Special Education faculty will make every attempt to minimize the number of alternate exams they ask an instructor to provide.
8. The exam period may include Friday evening and Saturday exams.
9. The College will schedule night course exams on the same weekday evening the course is normally scheduled.
10. The College currently does not require instructors to schedule course final exams during the College’s exam period.
11. Instructors must negotiate any changes with other affected parties (including Services for Students with Disabilities faculty) and discuss these proposals with the Regional Administrator during the draft exam schedule review period. (The division of Student Services establishes the draft exam schedule review period as part of the exam scheduling procedures and timelines.) The draft schedule may be changed if all affected parties agree **and** the changes do not introduce scheduling conflicts for students. The scheduler will not consider any changes after the exam review period without written permission from the Dean of Student Services. Instructors requesting such changes must obtain their instructional Dean’s approval first. The Instructional Dean will forward the request to the Dean, Student Services for consideration.

Cross Reference:

See also Exam Policy for the Development, Distribution, Invigilation and Storage of Credit Course Exams Policy #3-09