

Procedure Information	
Related to Policy No:	E-1.51
Approved by:	Education Council
Approval Date:	December 12, 2023
Date of Next Review:	September 2025

## ADMINISTRATION OF FINAL EXAMS PROCEDURES

### Definitions

#### Exam

A comprehensive formal test of a person's knowledge or proficiency in a particular subject or skill.

#### External Exam Invigilator

An individual from an external institution or agency who is a non-college employee approved by the Centre of Teaching and Learning or an accrediting body for providing exam administrative services and maintaining the proper conduct of an exam in accordance with the policy conditions for a college course.

#### External Exam

An exam required by an external institution or accrediting body.

#### Final Exam

Formal assessment of learning outcomes at the end of a course.

#### Final Exam Period

The College-approved dates for conducting final exams at the end of a semesterized course. The Fall and Spring exam period will be a minimum of six days and may include weekends as part of the exam schedule. The Intersession exam period will be a minimum of five days and may include weekends.

#### Internal Exam Invigilator

The faculty member who teaches the course, or an individual hired by the College of New Caledonia to provide exam conditions for a college course.

#### Invigilation

The supervision of students during an exam to ensure exam rules and regulations are followed. See *Student Final Exam Protocol* in Appendix A.

#### Invigilation site

A recognized educational institution (elementary, high school or post-secondary), public library, an acceptable online invigilation service, or a site approved by the College.

**Online Exam**

Internet based exams either held on campus or at an approved invigilation site.

**Semesterized Courses**

Courses that typically have a 15-week semester starting in September or January, or a 12-week semester starting in May.

**Hyflex Course**

Hybrid delivery system of instruction which is taught in-class and online at the same time.

**Procedures**Final Exam Scheduling

1. Final exams will be scheduled based on the following:
  - 1.1. Semesterized courses: final exams will be scheduled during the College's final exam period.
  - 1.2. Non-semesterized courses: final exams will be scheduled for the end of the course.
  - 1.3. Lab exams: typically take place in the last two weeks of classes in the lab environment, unless otherwise indicated in the course syllabus.
  - 1.4. Where there are multiple daytime course sections with the same instructor, final exams for all sections will be scheduled for the same time wherever possible to avoid an advantage for some students. If it is necessary to schedule at separate times, alternate exams may be used in order to maintain the integrity and fairness of the assessment.
2. Other exams will not be scheduled seven (7) calendar days prior to the final exam period, excluding lab exams.

Notice Period & Rescheduling

3. The final exam schedule will be posted at least forty-five (45) calendar days before the start of the final exam period.
4. Final exams will be rescheduled for any student who has one or more of the following:
  - 4.1. Two or more exams at the same time.
  - 4.2. More than three examinations in one day.

- 4.3. Less than 30 minutes between examinations
- 4.4. More than six hours of examinations in one day.
- 5. If one of the circumstances in section four exists, the student must take a copy of their printed exam schedule to one of their instructors whose exams are affected.
- 6. Students will advise faculty a minimum of one week (five business days) or longer in advance of the exam.
- 7. Instructors and/or Educational Administrators are responsible for rescheduling an alternative exam if a circumstance exists as defined in section four.

#### Expectations for Students

- 8. Students are expected to attend scheduled exams at the appointed time and place.
- 9. Students are expected to begin the exam on time and must begin within thirty (30) minutes of the scheduled starting time.
- 10. Students may not leave until at least thirty (30) minutes after the exam begins, and must hand in their exam to the invigilator when leaving the exam room.
- 11. Students who arrive late for an exam should not expect to receive additional time in the scheduled exam room.

#### Exam Accommodations

- 12. Students registered with Accessibility Services may complete exams as per their approved accommodation. See *Accommodations for Students with Disabilities Policy*.
- 13. Instructors may accommodate students who cannot write a scheduled exam due to illness, (See *Academic Concessions Policy*) personal crisis, other reasonably unforeseen circumstances.
  - 13.1. This accommodation is limited to rescheduling the student's exam (see *Evaluation of Student Learning Procedures*); an alternate exam may be used to maintain the integrity and fairness of the evaluation.
- 14. Students may request a rescheduled exam due to religious observance.
  - 14.1. Requests for accommodation due to religious observance must be submitted in writing to the appropriate faculty for approval at least ten (10) business days prior to the scheduled exam.

#### Identification

15. When required, students will present their current CNC or government-issued photo identification to the exam invigilator.

16. The list of students eligible to write an exam will be available to all exam invigilators.

#### Student Aids and References

17. Only those items authorized by the instructor (see *Student Final Exam Protocol* in Appendix A) may be brought into the exam room.

#### Exam Format

18. The exam format should be held in the same delivery modality as the course. Exceptions may be made with prior approval of the Educational Administrator.

18.1. If a final exam will be held in a different delivery modality than the course, it will be identified in the course syllabus.

18.2. When required by accrediting bodies or articulation agreements exams may be held in alternative formats.

#### Exams Requiring Invigilation

19. When a final exam requires an invigilator, students taking:

19.1. Face-to-face courses must write their final exam at the campus they are attending class.

19.2. Hyflex or online courses may write their final exam at the campus they are attending class, online at the nearest CNC campus, or may arrange to write the exam at an agreed upon invigilation site which includes:

19.2.1. A recognized public education institution or library.

19.2.2. A site acceptable to the College.

19.2.3. An online exam invigilation service acceptable to the College.

19.3. Programs or courses that are externally accredited may be required to complete exams with an external exam invigilator.

#### Costs of Invigilation

20. External Exams:

20.1. Students are responsible for any invigilation costs for external courses invigilated at a College of New Caledonia Campus.

21. College of New Caledonia Exams:

- 21.1. Students do not pay invigilation fees for CNC exams at a CNC location.
- 21.2. Students are responsible for any cost associated with the invigilation of their CNC exams at a non-CNC location.
- 21.3. Additional costs may include but are not limited to: Accommodation, transportation, parking, child care, ancillary fees, etc.

#### Invigilation Responsibilities

- 22. The Exam Invigilation Protocol for faculty can be found in Appendix B.
- 23. Faculty members are responsible for the invigilation of scheduled exams for their assigned courses.
  - 23.1. In the case of illness, or other unforeseen circumstances that prevent the instructor from invigilating they will request an exam invigilator from their Educational Administrator as soon as possible.
- 24. Faculty may request additional invigilation services from their Educational Administrator at least ten (10) business days in advance to maintain a student to invigilator ratio of 50:1 or in situations that have limited capacity for their exam.
  - 24.1. Faculty members requiring an exam invigilator should be available to communicate should questions arise during their scheduled exam time.
  - 24.2. If the faculty member is unavailable, a suitable alternative contact must be provided.

#### Exam Interruption

- 25. If an exam is disrupted by an emergency (such as a fire alarm), the students will follow the direction of the invigilator.
  - 25.1. Students will evacuate in an orderly fashion. The invigilator will make their best efforts to secure the exam room.
  - 25.2. Students and the invigilator will not communicate on the subject of the exam.
  - 25.3. Students will continue to follow the *Academic Conduct* policy during the interruption.
- 26. The invigilator will determine whether to stop or resume the exam. If the invigilator resumes the exam, students will be required to attend. A time extension will be provided to account for the stopped time.

27. Students will not re-enter the exam room following an unscheduled interruption without the permission of the Invigilator.
28. If the exam is unable to be resumed the students will be notified of the rescheduled exam date by the College.

### Invigilation Issues

29. Exam protocol:  
Students must follow the exam protocol appropriate to their exam and follow the direction of invigilators. Invigilators will report concerns to the faculty member.
30. Exam content or format questions:  
Students should direct questions of exam content or format to the invigilator. In instances where the invigilator is not the instructor, the invigilator will direct the questions to the instructor remotely.
31. Illness or personal crisis:  
Instructors may accommodate for illness or personal crisis. When a student falls ill after an exam has already started, the student may request that the exam be rescheduled at the instructor's discretion. The invigilator will document the event on the *Exam Incident Report* for review by the instructor.
32. Academic misconduct:  
The invigilator will document suspected cheating with an *Academic Conduct Report and Decision Form* (see *Academic Conduct*) for review by the instructor and Educational Administrator. At the invigilator's discretion, the invigilator may also take the exam and request the student leave the exam room.
33. Behavioral misconduct:  
A student who seriously disrupts an exam environment may be required to turn in their exam and leave the exam room. The invigilator will complete the *Student (Non-Academic) Conduct Incident Report Form* (see *Student (Non-Academic) Conduct*).
34. Invigilator Absenteeism:  
Invigilators are expected to show up fifteen (15) minutes prior to the scheduled start of their exam. If the invigilator is absent for the scheduled start of the exam, the relevant Educational Administrator responsible for the course/department/program, will be notified and they will attempt to reach the invigilator and provide or arrange for supervision of the affected students. If the invigilator cannot be reached or cannot be in attendance within twenty (20) minutes of the start of the exam, students will be dismissed and the exam will be rescheduled.

## Final Exam Rewrites

35. A student may apply to rewrite their final exam as outlined the *Evaluation of Student Learning Procedures*.

## **Links to Other Related Policies, Documents, and Websites**

Academic Concessions E-1.46

Academic Conduct E-1.29

Accommodations for Students with Disabilities E-1.09

Course Outline and Course Syllabus E-1.31

Evaluation of Student Learning E-1.50

Grade Appeal E-1.20

Grading System E-1.22

Student (Non-Academic) Conduct E-1.45

Canadian Charter of Rights and Freedoms

Human Rights Code of British Columbia

## **Forms**

Academic Conduct Report and Decision Form

Exam Incident Report

Student Declaration of Absence Form

Student (Non-Academic) Conduct Incident Report Form

## **Procedure Amendment Log**

<b>Amendment Number:</b>	<b>Date:</b>
0	December 12, 2023
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