

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

## ADMINISTRATION OF FINAL EXAMS

### Policy Statement

The College of New Caledonia ("CNC" or "the College") is committed to enabling students to demonstrate their mastery of course learning outcomes, to provide students with feedback on their performance, and provide exam conditions that ensure the credibility of CNC credentials.

### Purpose / Rationale

The purpose of this policy is to ensure the quality, consistency, accessibility and fairness of exam administration and invigilation at CNC.

### Scope / Limits

This policy applies to all Education Council approved courses that have exams that are formally scheduled at the College of New Caledonia.

### Principles/Guidelines

1. The final exam period will be scheduled by the Registrar.
2. Final exams will be invigilated by internal or external invigilators depending on course or program standards.
3. Final exams will be rescheduled for any student who have identified exam scheduled hardships as outlined in the procedures.
4. Final exam accommodations will be provided for students as outlined in the *Accommodations for Students with Disabilities* policy.
5. Students are expected to adhere to academic and behavioural conduct standards set out by the College.
6. Students are responsible for any costs associated with their exams.
7. Final exams should take place in the same delivery modality as the course. In person exams will take place at the same campus where the course was scheduled.

8. This policy may be used as a reference to administer any exams at the College that fall outside the scope of this policy (for example, mid-term exams or those in non-credit courses).

### **Definitions**

See procedures

### **Legislative References**

### **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

### **Policy Amendment Log**

<b>Amendment Number:</b>	<b>Date:</b>
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