

---

## EXAMINATIONS

POLICY NUMBER	ED 3-9
APPROVAL DATE	MARCH 23, 2009
PREVIOUS AMENDMENT	MARCH 26, 2003
REVIEW DATE	MARCH 23, 2014
AUTHORITY	SENATE
PRIMARY CONTACT	REGISTRAR

### **POLICY (For Campus –Based Courses)**

In order to ensure the credibility of TRU degrees it is critical that all TRU exam assessments occur within a structured and secure environment

- I. 'Mid-term examinations' are exams held during the instructional portion of the semester, whereas 'final examinations' are those exams held in the formally scheduled examination period which occurs at the end of each semester.
- II. Students are responsible for checking the final examination schedule which shall be posted each semester by the Registrar, and for advising the Registrar of any conflicts within the schedule. Attendance at a scheduled final examination is mandatory, and the onus is on the student to seek remedy for a missed final exam.
- III. In general, only illness and domestic affliction will be considered as valid reasons for a missed final exam. In cases where, in the judgment of the Registrar, other circumstances clearly beyond the control of the student have led to a missed final exam, consideration may also be granted.

### **REGULATIONS (For Campus – Based Courses)**

#### **I. EXAMINATIONS**

1. Mid-term examinations shall be given only in class times as described in the course schedules and shall not exceed the times assigned for each class unless otherwise mutually agreed with the instructor and students.
2. No single mid-term examination shall exceed 30% of the final grade.

3. In the last week of instruction, no course may include an examination which makes up more than 15% of the student's final grade, with the exception of laboratory examinations.
4. A meaningful proportion of course evaluation must be provided to the student prior to the last day to withdraw from a course in each semester.
5. Final examinations shall not exceed 50% of the final grade.
6. Students who are registered with the Disability Services Department with a documented disability and require examination accommodation must contact Disability Services a minimum of two weeks prior to the exam date for mid-tem examinations, and a minimum of three weeks prior to the last day of classes (see the TRU calendar for dates) for both the fall and winter final examinations.

## II. SCHEDULING OF FINAL EXAMINATIONS, SEMESTERIZED COURSES

1. Final examinations in semesterized courses that make up more than 15% of the final grade shall be scheduled only during the prescribed final examination period. The final exam period shall commence no sooner than 48 hours after the last day of classes.
2. Final examinations in semesterized courses shall be scheduled according to the following general principles:
  - a. Exams shall be scheduled to spread the students' exams over the entire exam schedule to provide students with a maximum amount of study time and to provide for the efficient use of the time and space resources available for exam scheduling.
  - b. No student will be scheduled so that two exams occur in the same exam session.
  - c. No student will be scheduled with three exams in the same calendar day.
3. The general principles will be implemented according to the following operational guidelines:
  - a. Faculty with Dean-approved academic activity that cannot be accomplished outside of the exam period shall be accommodated so long as the General Principles are met.
  - b. Faculty with medical circumstances beyond their control that occur during the exam schedule shall be accommodated as long as the General Principles are met.
  - c. Faculty requesting common exams for all or some sections of a course shall be accommodated where practical and as long as the General Principles are met.

**III. STEPS TO BE TAKEN IN THE EVENT OF A MISSED MID-TERM EXAMINATION**

1. In the event a student misses a mid-term examination, the student should:
  - a. Contact the instructor prior to the exam, if at all possible, informing the instructor of the particular situation and attempt to reschedule the exam or arrive at another mutually acceptable solution.
  - b. Inform the instructor as soon after the missed mid-term examination as possible and attempt to devise a mutually acceptable resolution.
2. Generally, domestic affliction or illness will be accepted as reasons to miss a mid-term examination; however, instructors have latitude to accept other legitimate reasons.

**IV. STEPS TO BE TAKEN IN THE EVENT OF A MISSED FINAL EXAMINATION**

1. In the event that a student misses a final examination for illness or domestic affliction and wishes to seek a remedy, the student shall report this fact to the instructor within two working days from the date of the scheduled final exam, if s/he wishes to seek a remedy.
2. In the event that a student received prior information that illness or domestic affliction will result in a missed final examination, the student should inform the Registrar immediately.
3. In any case in which a student claims that circumstances beyond the student's control have caused the student to miss all or part of a final examination or to miss the deadline for requesting a remedy for a missed final examination, the student shall report these circumstances, in writing, to the Registrar as soon as possible after their occurrence.
4. In all cases in which a student seeks remedy for missed final examinations, the Registrar may require a medical certificate or other substantiating documents by way of validation. When, in the judgment of the Registrar, the student's reason is invalid, the student shall be refused any further remedy. The Registrar's decision may be appealed under the Appeals Policy, ED 4-0.
5. Upon receipt of a valid reason for a missed final examination, the Registrar shall notify the Department concerned that an application for remedy has been made.
6. In consultation with the instructor and Department Chair, the Registrar will either:
  - a. Arrange for a suitable final examination which shall be provided and marked by the appropriate instructional department; or

- b. In exceptional circumstances and after due consultation with the instructor and Department Chair, grant the student a standing in, and full credit for, the course based on the student's achievement.
- 

## **POLICY (For Open Learning course)**

In order to ensure the credibility of TRU-OL degrees it is critical that all TRU-OL exam assessments occur within a structured and secure environment.

For details on examination policies for Open Learning courses delivered by an institution other than TRU consult the information in the course package and/or consult directly with the institution delivering the course.

## **REGULATIONS (For Open Learning Courses)**

### **I. ELIGIBILITY**

1. While it is strongly recommended that students complete all assignments prior to writing a final exam, students are eligible to write their course exam during any exam session that falls between their registration date and their course completion date.
2. If students choose to write the final examination before completing assignments and receiving Open Learning Faculty Member feedback, and then fail the examination, the course is terminated. Remaining assignments will not be graded, and Open Learning Faculty Member support will not be available.

### **II. EXAMINATION SCHEDULE**

1. Examination sessions dates are determined by TRU-OL Examinations Department and students must apply for a specific examination session date by the application deadline.
2. Each examination is conducted on the date and time assigned to the student by TRU-OL Examinations. Every effort will be made to ensure the date and time assigned to the student falls within the examination session date requested by the student. No departure can be made from this scheduled examination date and time except under extenuating circumstances, which must be approved in advance by the examinations administrator.

3. Students may be permitted to reschedule their examination to another examination session date if there is a session available before their course completion date and if the request is made a minimum of fourteen (14) days prior to the scheduled start date of the examination session.
4. Students who miss a scheduled exam will be charged a fee for rebooking their subsequent exam session for this course, should another exam session be available before their course completion date.

### III. EXAMINATION CENTRES

1. Students residing within BC
  - i. Examination centres are established, or approved, at the discretion of TRU-OL and wherever possible students are assigned to centres they have requested.
  - ii. Students may be permitted to change their examination centre provided they make the request to TRU-OL a minimum of fourteen (14) days prior to the scheduled start date of the examination session.
2. Students Outside BC or Outside Canada
  - i. Students who registered with TRU-OL using a Canadian address must write their examinations in Canada, with the exception of Canadians serving in the Canadian Armed Forces or working abroad in diplomatic services. Other exceptions are granted only under extenuating circumstances.
  - ii. Students residing in Canada but outside BC and within 100 km of one of the centres on TRU-OL's [Canadian Invigilator Network](#) (CIN) are required to contact a centre to arrange an examination date and time and then submit the completed [CIN Exam Application form](#) to TRU-OL Examinations by the examination application deadline.
  - iii. Students residing outside Canada or students residing in Canada but outside BC and more than 100 km from one of the centres on TRU-OL's Canadian Invigilator Network are required to arrange for an examination supervisor (invigilator) to preside over their final examination. These students submit the [Statement of Presiding Supervisor form](#) to TRU-OL Examinations by the examination application deadline date. Only examination invigilators who meet the invigilator criteria established by TRU-OL and who are approved by TRU-OL are permitted to invigilate a student's examination.

### IV. EXAMINATION TIME

1. The time allowed for an examination is specified on the examination paper.

2. Students who arrive late for an examination are not allowed additional time.

## V. ADMISSION TO THE EXAMINATION

1. Students are required to identify themselves in the examination room by producing their Examination Confirmation letter and the following: photographic identification issued by a government agency (e.g., driver's license, passport, status card), or three pieces of identification with their name and signature. Students who do not produce acceptable identification are not permitted to write the examination.
2. Students may take into the examination room, only those materials authorized for that examination. Briefcases and other bags are not permitted in the vicinity of students writing the examination.
3. A student who arrives late is admitted without question during the first half-hour of the examination session.
4. A student who arrives after the first half-hour is permitted to write the examination provided no student has yet left the exam session.
5. Students are required to sign themselves in and out of the examination sitting.

## VI. EXAMINATION SPECIAL ARRANGEMENTS

1. In extenuating circumstances, if a student is unable to attend an examination centre during the date assigned, she/he may request approval from the examinations administrator to write the examination at another location with an approved invigilator present. TRU-OL does not normally recognize employment commitments or vacation as acceptable reasons for examination special arrangements.
2. Students may be required to arrange for their own examination supervisor and to submit the [Statement of Presiding Supervisor form](#) to TRU-OL. Only examination invigilators who meet the invigilator criteria established by TRU-OL and who are approved by TRU-OL are permitted to invigilate a student's examination.

## VII. EXAMINATION ACCOMMODATIONS

Students with a documented disability requesting examination accommodations are required to contact and register with the [Disability Services Department](#) twelve (12) weeks prior to their intended examination session. To determine how exam accommodations can be arranged, students are encouraged to contact the Disability Service Department prior to registering for their course(s) to discuss their needs.

### VIII. ILLNESS DURING AN EXAMINATION

If a student becomes ill while writing an examination, the student should inform the invigilator immediately. Full particulars of the circumstances are taken by the invigilator and a report, the partially completed exam and all other examination materials are sent to the examination administrator. Requests for a re-write and medical documentation supporting the illness must be submitted to TRU-OL Examinations within seven (7) days of the exam.

### IX. MISCONDUCT RELATED TO EVALUATION

In instances where TRU-OL has reason to believe the integrity of an examination has been violated by misconduct on the part of a student or group of students, or by failure of the invigilator or by any other person associated with the course and/or evaluation process to follow proper procedures, TRU-OL has the discretion to declare the evaluation results void for the student or group of students in question and to require the (se) student(s) to rewrite the work. This does not preclude disciplinary action if deemed appropriate.