

6.4.1 Administration of Exams

Preamble

- A.1 The College of the Rockies has developed these procedures to assist students and the College with the administration of College exams.
- A.2 In addition to these procedures, College of the Rockies Procedure No. 6.4.3 *Administration of Exams - Distributed Learning Students* shall apply to those students taking Distributed Learning exams.
- A.3 Whenever possible, usual College of the Rockies examination practices will be followed (e.g. practices and policies relating to plagiarism, cheating, exam room behaviour, permissible resources [e.g. calculators, open-book], time limits, etc.), including, but not limited to, College Procedures no. 2.4.4 *Academic Misconduct*; 2.4.5 *Student Conduct & Responsibilities*; 2.4.6 *Student Discipline*; and related procedures.
- A.4 Priority shall be given to processes that, as determined by the College, support an accurate, fair and honest assessment of student learning.

Procedures.

B.1 Exams & Exam Schedules

- B.1.1 An exam schedule will be posted and accessible to students for all semesterized courses and/or programs, at least 45 days before the exam date.
- B.1.2 It is the responsibility of the student to be aware of the time and date of his/her final examination.
- B.1.3 Students must identify to their instructor(s) any exam schedule conflicts, three (3) weeks prior to a final exam so that accommodations may be made.
- B.1.4 All course/program exams will be identified in course/program outlines and syllabi.

B.2 College Procedure 2.5.1 Student Evaluation (Grade) System

B.2.1 Students are responsible for being aware of the requirements of College Procedures and, in particular, 2.5.1 Student Evaluation (Grade) System which includes, but is not limited to, the following:

“B.6 Examinations:”

“Students must attend all required scheduled exams that make up a final grade, at the appointed time and place.”

“Accommodations for illness or personal crises may be made by individual instructors. Additional accommodations will not be made unless a written request is sent to and approved by the appropriate Dean of Instruction prior to the exam.”

“Any student who misses a scheduled exam without approval will be given a grade of “0” for that exam.”

“A student who has successfully completed the term work in a course/program but who is unable to write a final examination because of illness or compassionate reasons may be granted an “Aegrotat Standing” which will be noted on the transcript together with a final grade based on term work. Aegrotat standing is subject to approval by the Registrar.”

B.2.2 Students shall adhere to College Procedures document 2.5.3 Final Grade Appeals Procedure when submitting an appeal.

B.3 Invigilation

B.3.1 The department and/or campus shall be responsible for ensuring that exams are invigilated.

B.3.2 Accommodation Approval & Expenses

B.3.2.1 Should a student request and receive accommodation approval as per B.2.1 that requires invigilation by and/or at other than the College of the Rockies, such invigilator must be arranged by the student and receive prior approval by the College, as per Appendicies A & B attached hereto.

B.3.2.3 Additional expenses incurred re B.3.2.1 shall be borne by the student.

B.3.3 The College of the Rockies may invigilate exams for other institutions or organizations. An administrative fee for such invigilation services may be charged at the discretion of the Registrar.

Issue Date:	October 18, 2001	Concerning:	Students, Faculty & Staff
Amendment	Original	Reference:	College procedures 2.4.4 to 2.4.6 re conduct, discipline; 2.5.1 Student Evaluation (Grade) System
Manager Approval:	Original signed by Chris Sinhuber	Title:	Registrar
		Date:	Dec. 3,2001
EdCo Approval:	Original signed by Kathy Hagman	Title:	Chair, Education Council
		Date:	Nov. 27, 2001
College Approval:	Original signed by Nick Rubidge	Title:	President / CEO
		Date:	Dec. 3, 2001

Student Exam Application

[] **Off Campus Exam**

This form shall be submitted to the proposed Invigilator at least one month before the exam date.

Student Surname	
Given Names	
COTR Student Number	
Student Phone No. (and area code/local)	
Student E-mail address	
Course Number(s)	
Course Name(s)	
Name of Instructor	
Exam Session – if this is a semesterized course	
Preferred exam date / time – if this is a self-paced course	

Signature: _____ Date: _____

Name of Invigilator:	
Address Where Exam(s) will be written:	
Street Address	
City/Town	
Province/State	
Postal Code/Zip Code	
Country	
<i>Signature of Invigilator:</i>	
Date:	

Information obtained and/or provided herein is subject compliance with the *Freedom of Information and Protection of Privacy Act*, and may be used only by the College of the Rockies for the purposes of administration of exams or other fundamental activities related to the operation of College of the Rockies.

Invigilator's Statement

I, _____ attest that:

1. I am currently employed in a teaching or administrative capacity at an educational institution, or (state qualifications):

2. I read, write and speak English fluently.
3. I am not a relative of the student named, nor am I a student of the College of the Rockies.

And further that:

1. I have identified the student named below, who has shown me proof of identification, or is known to me personally.

Student's name _____

2. All documents will be kept confidential until the time of writing.
3. The student will write the examination(s) without assistance (unless otherwise noted on the examination papers).
4. The student will complete the examination in accordance with College of the Rockies rules and regulations.
5. The completed examination file(s) will be forwarded to the Instructor, College of the Rockies.
Note: If this examination is in electronic format, upon completion of the exam, one copy of the completed exam will be printed, signed by the student, signed and dated by me, and forwarded to the Instructor.
6. No copies of this examination will be made, either electronically or mechanically, other than as per Item 5 above.
7. All examination papers, questions, answers, answer booklets (including those unused) will be returned to the Instructor.
8. This process will be followed in accordance with College policies and procedures.
9. Information obtained or provided is subject to compliance with the *Freedom of Information and Protection of Privacy Act*, and may be used only by the College of the Rockies for the purposes of administration of exams or other fundamental activities related to the operation of College of the Rockies.

Invigilator's signature: _____

Date: _____

Business address: _____

Business phone: _____

Fax: _____

E-mail _____