

6.4.1 Administration of Exams

POLICY

College of the Rockies (College), in support of effective course evaluation, articulation and transfer, is committed to providing appropriate exam conditions for College students. Evaluation methodology at the College reflects the need for accurate, fair and honest assessment of student learning.

PURPOSE

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

The policy is developed as per the *College and Institutes Act* Sections 24 (2)(a).

SCOPE

This policy applies to all invigilated assessments and exams.

DEFINITIONS

Directed Studies: A course offered in the classroom or online and available to students when they are either ready to enrol in the course or when the program has capacity to receive new students. Students enrolled in directed studies courses study independently as well as receive guidance from an instructor and have a specified time-period to complete the course based on when they started it. Programs using the directed studies model include: Upgrading for Academic and Career Entry (UACE) and Office Administration (OFAD).

Exam: All types of timed and or graded assessments (e.g., unit exam, quizzes, midterm, final).

External course: A course offered by another institution (e.g., Thompson Rivers University).

External exam invigilator: An individual from an external institution or agency who is a non-college employee approved by the Registrar for providing exam administrative services and maintaining the proper conduct of a particular exam in accordance with the policy conditions for a college course.

External exam: An exam required by an external institution.

External Institution: Any public or private educational institution or accreditation body outside College of the Rockies (e.g., Athabasca University, Chartered Professional Accountants, Real Estate [licensing body]).

Face-to-face exam: An exam that takes place in the presence of an instructor or invigilator.

Final exam: Formal assessment of learning outcomes at the end of the course.

Final exam period: The College-approved dates for conducting final exams at the end of a semesterized course. The fall and winter exam period will be a minimum of nine (9) days and will include Saturdays and Sundays as part of the exam schedule.

Hardships in exam period: More than six (6) scheduled hours of final exams in one day or three consecutive exam sittings or less than two days from the introduction of new material to the date of the final exam.

Internal exam invigilator: The faculty member who teaches the course, or a College employee appointed by the department head 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 coordinator: Provides exam administrative services and coordination for faculty.

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

Online exam: Internet based exams without the physical presence of an invigilator.

Semesterized courses: Courses that typically have a 15-week semester starting in September or January, or 7.5 week semester starting in May or July.

GUIDELINES

A. FINAL EXAM SCHEDULE, NOTICE PERIOD AND EXPECTATIONS

- A. 1 Exam dates, face-to face and online exams:
 - A.1.1 Semesterized courses: All courses with final exams must use the scheduled final exam period for the final exam.
 - A.1.2 All students in the same course should write at the same time so as not to gain advantage over other students. If it is necessary to write at other times, alternate exams will be used in order to maintain the integrity and fairness of the assessment.
 - A.1.3 Lab exams: typically take place in the last week of classes in the lab environment.
 - A.1.4 Directed Studies: exams may be scheduled at a time convenient to the instructor and the student upon completion of required course work.
- A. 2 The final exam schedule will be posted at least forty-five (45) calendar days before the start of the final exam period.
- A.3 The College will make every effort to minimize hardships in the exam period. Where these hardships cannot be avoided, student accommodations will be provided to the individual student(s).

- A.4 To ensure the greatest opportunity to meet the scheduling request, students should advise the regional campus a minimum one week (5-business days) or longer in advance of the exam.
- A.5 Students are expected to begin the exam on time and must begin within thirty (30) minutes of the scheduled starting time.
- A.6 Students may not leave until at least thirty (30) minutes after the exam begins.
- A.7 Students who arrive late for an exam are not allowed additional time.

B. REQUIREMENT TO ATTEND ALL EXAMS

- B. 1 Except as provided below, students are required to attend all scheduled exams at the appointed time and place.
 - B. 1. 1 Students registered with Accessibility Services may complete exams as per their accommodation. Refer to Policy 2.4.3 *Students with Documented Disabilities*. Students with accommodations must register for the exam for each course using the online exam registration application (refer to the [RegisterBlast - Student Instructions Manual](#)).
 - B. 1. 2 Instructors may accommodate students who cannot write a scheduled exam due to illness, personal crisis, other reasonably unforeseen circumstances, or College varsity team travel. This accommodation is limited to rescheduling the student's exam; an alternate exam will be used in order to maintain the integrity and fairness of the evaluation.
 - B. 1. 3 Religious observance and all other requests for accommodation must be submitted in writing to the appropriate department head for approval at least three weeks prior to the scheduled exam.

C. IDENTIFICATION

- C. 1 Students must present their current College or Government-issued photo identification to the exam invigilator.
- C. 2 The list of students eligible to write an exam will be available to all exam invigilators.

D. STUDENT AIDS AND REFERENCES

- D. 1 Only those items authorized by the instructor in accordance with the final exam protocol (see *Student Final Exam Protocol* in Appendix A) may be brought into the exam room.

E. EXAM FORMAT

- E. 1 The instructor determines the exam format.

F. EXAMS REQUIRING INVIGILATION

- F. 1 Students taking face-to-face courses must write their final exam at the location they are attending class.
- F. 2 Students taking online courses who live within 100 kilometres of a College campus should write the exam at the nearest College campus location.

- F. 3 Students taking online courses who live further than 100 kilometres from a College campus must arrange to write the exam at an acceptable invigilation site:
- A recognized public education institution or library;
 - A site acceptable to the College Registrar;
 - An online exam invigilation service acceptable to the College.

G. COSTS OF INVIGILATION

- G. 1 External exams:
- G. 1. 1 Invigilation fees for external exams are waived for current College of the Rockies' students at a College campus.
- G. 1. 2 Non-College students are responsible for the cost of invigilation of an external institution's exams at a College campus.
- G. 2 College of the Rockies exams:
- G. 2. 1 College of the Rockies students do not pay an invigilation fee for College exams at a College location.
- G. 2. 2 College of the Rockies' students are responsible for the cost of invigilation of College exams at a non-College location.

H. INVIGILATION RESPONSIBILITIES

- H. 1 The *Exam Invigilation Protocol for Faculty* can be found in Appendix B.
- H. 2 Faculty members are responsible for the invigilation of all scheduled exams at their home campus for their assigned courses.
- H. 3 Faculty members who live outside the College region can request invigilation services from their Department Head.
- H. 4 An internal exam invigilator will invigilate College exams held at a College of the Rockies campus.

I. UNSCHEDULED INTERRUPTION

- I. 1 If the exam is disrupted by an emergency such as a fire alarm, the students shall follow the direction of the invigilator.
- I. 1. 1 Evacuate in an orderly fashion. The invigilator will make best efforts to secure the exam room.
- I. 1. 2 Do not communicate on the subject of the exam. The Policy 2.4.4 – *Student Conduct* policy applies during the interruption as it applies to academic integrity.
- I. 2 The Invigilator will determine whether to stop or resume the exam. If the Invigilator resumes the exam, students will be required to attend.
- I. 3 Students shall not re-enter the exam room following an unscheduled interruption without the express permission of the Invigilator.

J. INVIGILATION ISSUES

- J. 1 Exam environment: Students may report concerns about the exam environment to the invigilator. If the issue is not resolved, students may further report concerns to the Department Head or Regional Campus Manager after the exam.
- J. 2 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.
- J. 3 Exam content or format questions: Students should direct questions of exam content or format to their instructor through the invigilator.
- J. 4 Illness or personal crisis: Instructors may accommodate for illness or personal crisis. When a student falls ill after an exam has already started, students may request that the exam be rescheduled at the instructor's discretion.
- J. 5 Academic misconduct: The invigilator will document suspected cheating with an *Exam Incident Report* (see Appendix C) for review by the instructor. At the invigilator's discretion, the invigilator may also confiscate the exam and request the student leave the exam room.
- J. 6 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 *Exam Incident Report* in Appendix C.

K. AVAILABILITY OF GRADED FINAL EXAMS FOR STUDENT REVIEW

- K. 1 Students may review their graded final exams at a meeting with their faculty member, but the faculty member will retain custody of the student's exam at all times.
- K. 2 Graded final exams will be stored for one year, then destroyed (see Policy 2.4.11 *Storage of Academic Works*).

L. ACCOUNTABILITY

For inquiries related to this policy, please contact the Registrar's Office.

M. RELATED POLICIES

- 1) [2.4.3 Students with Documented Disabilities](#)
- 2) [2.4.4 Student Conduct](#)
- 3) [2.4.11 Storage of Academic Works](#)
- 4) [2.5.1 Student Evaluation Grade System](#)