

TITLE: **FINAL EXAMINATIONS**
(Relates to EL-8: Curriculum and Instruction)

EFFECTIVE DATE: July 1, 2000

REVISED DATE:

PRACTICE:

EXAM SCHEDULE

1. Each term, at the request of the Registrar, instructors will submit a list of all course sections for which a Final Examination will be scheduled with the exception of Take-Home Final Examinations.
2. The Registrar will post an Official Final Examination Timetable at least one month prior to the last day of classes.

DEFERRED EXAMINATIONS

3. A student who will miss or has missed a final examination because of illness, domestic affliction, religious practices or other compelling reasons may be granted a deferred final examination. Students who are unable to write the final examination must, as soon as possible, apply to the Registrar for deferred examination privileges. Approval for the deferred final examination rests with the Registrar.
 - a. The student will apply to the Registrar for deferred examination privileges.
 - b. If granted, the Registrar will make arrangements for the deferred examination.
 - c. The Registrar will assign a grade of "DEF".
 - d. The Registrar will notify the student and the instructor, in writing, of the date of the deferred examination(s).
 - e. The Registrar will arrange for instructors to submit deferred examinations, and will arrange for invigilation of the examinations in a designated Deferred Examination period.
 - f. The instructor will submit a final grade to the Registrar within 5 days of the examination.
 - g. The code of "DEF" will be replaced with the grade assigned.

- h. If the student has been granted a deferred exam and cannot write on the scheduled date, s/he may appeal to the Registrar.
- i. A student who is a no-show will be assigned a mark of zero for the final examination.

SUPPLEMENTAL EXAMINATIONS

- 4. If, for any reason, a student performs below his/her capabilities on a Final Examination, s/he may apply for a supplemental examination.
 - a. The student will apply to the Registrar for supplemental examination privileges. A non-refundable application fee per exam will be charged (see current calendar for actual fee).
 - b. If the maximum of two supplemental examinations in one academic year has not been reached, the Registrar will approve the application, and advise the student of supplemental fee payment procedures.
 - c. The Registrar will arrange for instructors to submit a supplemental examination and will arrange for invigilation of the examination in a designated Supplemental Examination Period.
 - d. The instructor will submit the final grade to the Registrar within five days of the examination.
 - e. If the student has been granted a supplemental exam and cannot write on the scheduled date, s/he may appeal to the Registrar.
 - f. If a student does not show, the student will receive a mark of zero for the supplemental examination.
 - g. Cancellations will be accepted by the Registrar's Office until 48 hours before the scheduled supplemental exam. In the case of a cancellation, no refund will be issued.
 - h. The student's transcript will reflect only the grade based on the supplemental examination with the notation "Supplemental".

TAKE HOME EXAMINATIONS

- 5. Take Home Examinations will be distributed on the last day of classes and the instructor will set a deadline for submission that shall be no fewer than four days and no later than the last scheduled exam of the exam period.

On the day the Take Home Final Examination is distributed, the instructor will provide a copy of the Final Take Home Examination to the Library Reference Desk.

ACCOUNTABILITY: Vice President Education

RESPONSIBILITY: Registrar

Consultation for Review: Students, Faculty, Academic Council

Standard Practice Review Date: July 2007

Associated Standard Policy: [Final Examinations](#)
[Academic Schedule](#)
[Grading](#)