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**TITLE:** **FINAL EXAMINATIONS**  
(Relates to EL8: Curriculum and Instruction)

**EFFECTIVE DATE:** July 1, 2000  
**REVISED DATE:** January 9, 2002  
**REVISED DATE:** May 1, 2004  
**REVISED DATE:** January 1, 2005

**PURPOSE:**

In determining students' grades for a course, most instructors assign a significant weight to a comprehensive final exam testing the students' mastery of all material covered in the course. Such exams typically entail more time to complete than is available in a regular class period. Accordingly, the College recognizes the need to formalize a period in which such exams can be written and to allow for Take Home Final Examinations. The College also recognizes the need for students to have ample time to prepare themselves for such exams.

A student may occasionally perform significantly below his/her capabilities on a Final Examination or miss a final examination. Accordingly, the College recognizes the value of providing limited opportunities for a student to write a Supplemental Examination and/or a Deferred Examination.

**POLICY:**

Instructors will inform students in the course outline whether a written final examination will be required. The final examination will be after the last day of classes in a scheduled examination period. An instructor may assign a Take Home Final Examination for any course.

The College will provide limited opportunities for students to write Supplemental Examinations and/or Deferred Examinations.

**Guidelines:**

1. In a course in which a Final Examination is offered, the examination will carry a weight of at least 20% and no more than 50% of the final grade.

2. All written final examinations, with the exception of Take-Home Examinations, must be scheduled with:
  - a. a break between the last day of classes and the beginning of examinations. This break will be no less than four days except in the case where it must be reduced to three days in order to enable the Fall Term academic schedule to begin after Labour Day, in accordance with the Academic Schedule Standard Practice.
  - b. Official start times for final exams are 9:00 a.m., 2:00 p.m., and 7:00 p.m. No student will be required to write examinations in three consecutive time slots.
    - e.g. 9:00 a.m., 2:00 p.m., 7:00 p.m. consecutively
    - or 2:00 p.m., 7:00 p.m., 9:00 a.m. consecutively
    - or 7:00 p.m., 9:00 a.m., 2:00 p.m. consecutively
  - c. a minimum of two hours and a maximum of three hours available to students to complete the examination.
3. With the exception of any laboratory examination, any test or examination which is written during the last seven (7) days of classes will be valued at no more than 15% of the final grade for the course.
4. Students may apply for Deferred Examination privileges. Approval for the deferred final examination rests with the Registrar.
5. Students may apply for a Supplemental Examination which will have the same value in Course Grade determination as the original Final Examination and the Supplemental Examination mark will replace the original Final Examination mark in determining the Final Grade in the course. The student's Course Grade may increase, decrease or remain the same as a result of writing the Supplemental Examination.

A student may write a maximum of two Supplemental Examinations during one academic year.

The student is responsible for applying for the Supplemental Examination within five (5) working days of publication of final grades, as listed in the academic schedule.
6. Exceptions to this policy may be granted by the Registrar in consultation with the Program Chair.

**ACCOUNTABILITY:**

Vice President Education

**RESPONSIBILITY:**

Responsibility for Implementation & Review:

Registrar

Consultation for Review:

Students, faculty, Academic Council

Policy Review Date:

January 2008

Associated Standard Practice:

Final Examinations

Academic Schedule

Grading