

## POLICY ON EXAMINATIONS Approved by Senate November 18, 2004

### **Preamble**

Mount Allison University intends that examinations be carried out in a fair and equitable manner with due regard for academic honesty, consistent treatment of students, appropriate accommodation of special needs, and efficient management of invigilation procedures.

### **General principles**

1. This policy is to be read in conjunction with any Examination Invigilation Procedures produced by the Registrar's office. The current procedures appear as appendices to this policy.
2. The University normally will produce an Examination Timetable within two weeks following the Add/Drop period for 3 credit, one term courses.
3. In accordance with Calendar regulation 10.8.1, no in-class or take-home tests worth more than 10% of the final grade and no final tests or examinations (except laboratory examinations) may be scheduled during the last five days of classes of either term, or between the last day of classes for the term and the first day of the examination schedule. All final tests and examinations (except laboratory examinations) will be scheduled in the final examination period. Requests for exemption from this regulation must be directed to the Vice-President (Academic).
4. Every effort will be made to accommodate examination conflicts and cases where students are scheduled to write 3 or more consecutive examinations within a 24 hour period. For students being provided with special accommodation for examination writing through the Meighen Centre or Student Life, every effort will be made to reschedule examinations where more than 6 hours of consecutive examination is scheduled within a 24 hour period. Students are responsible for notifying the Registrar's Office of these circumstances within 2 weeks of the release of the Examination Timetable.
5. The Meighen Centre, in consultation with the instructor, will arrange accommodations for students with identified disabilities.
6. Fulltime faculty members will be expected to invigilate some examinations, regardless of whether they have an examination scheduled for their own courses. (Every effort will be made to ensure that faculty are invigilating their own examinations.) If an invigilator cannot attend an examination as scheduled (including absence due to adverse weather conditions), the invigilator is responsible for arranging a substitute and for informing the Registrar of the substitution.
7. If not invigilating, instructors are required to be present for the first thirty minutes and the final thirty minutes of their examinations and to be available by phone in the interim.
8. 8. Duties of Invigilators and Chief Invigilators are to be communicated by the Registrar's Office, in writing and in conformity with this policy. The Chief Invigilator is responsible for ensuring that appropriate examination conditions are maintained as directed by the Registrar's Office.

9. Normally, a minimum of two invigilators will be scheduled for any location where an examination is being written. In the assigning of invigilators, every effort will be made to provide a balance of gender.
10. Only authorized aids (including electronic devices such as programmable/non-programmable calculators and electronic dictionaries) may be used by students during the writing of the examination, as defined on the examination paper, or as approved as a reasonable accommodation for students with identified disabilities. No telecommunications devices (including cellphones, text messagers, personal digital assistants, and computers connected to a wireless network) may be used unless they are a specific component of the examination as defined by the instructor, or are approved as a reasonable accommodation for students with identified disabilities.
11. No unauthorized sound -recording or reproduction device (including CD players, MP3 players, Walkmans® etc.) may be used during an examination unless approved as a reasonable accommodation for students with identified disabilities.
12. Picture identification (preferably a student ID) is required for all students writing examinations. The identification is to be placed on the table, clearly visible to the invigilator.
13. All instances of academic dishonesty during examinations are subject to the procedures and sanctions contained in Calendar regulation 10.6.
14. Normally the deadline for submission of final grades will be within 7 days of the end of the examination period. At the end of the Winter term, final grades for graduating students must be submitted within 4 days of the end of the examination period.
15. In the event of the closure of the university due to adverse weather conditions or emergency, examinations will be postponed. The Registrar's Office will announce dates of rescheduled examinations.
16. Evacuation procedures will be posted at each examination location. Students must exit the examination room in a safe and orderly manner at the direction of the Chief Invigilator.