

## Final Examination Policy

### General Rules and Conduct of Final Examinations

1. All students are required to be present for scheduled final examinations during the official examination period. Students must be prepared to identify themselves through the presentation of a relevant photo-identification card. In some cases, the invigilator may elect to take attendance.
2. Students are responsible for arriving on time with adequate writing supplies. None will be provided by the University.
3. Students arriving later than 30 minutes after the start of an examination will not be allowed to write the examination. Under such circumstances, students should contact the Office of the Registrar for instructions during the next business day.
4. Students are not permitted to leave the examination room within the first 30 minutes of the start of the scheduled examination. Students who leave the examination room during the first 30 minutes will not have their final examination graded. As well, students will not be allowed to leave the examination room during the last 15 minutes of the scheduled examination.
5. Unless authorized by the instructor, no reference materials or electronic devices shall be allowed during the writing of a final examination. Unauthorized materials include, but not limited to books, class notes, or reference sheets. Unauthorized electronic or communication devices include, but not limited to cell phones, lap tops, palm pilots or pagers. Students using electronic devices other than those authorized and approved by the course instructor during an examination may be considered to have committed an act of academic dishonesty. Entering an examination room with electronic devices left on may be considered disruptive behaviour and is not acceptable. In all cases, students will be required to silence and leave these devices at the front of the examination room.
6. In all cases, students are expected to abide by the Student Code of Conduct, Academic during the writing of final examinations.
7. Students who becomes ill or receive notification of a personal emergency during the final examination must submit all exam materials to the instructor and request their examination be cancelled. Under such circumstances, students should contact the Office of the Registrar for instructions during the next business day.
8. All students are expected to be at the designated examination venue and time for their exam(s). Misreading the examination schedule will not be accepted as a reason for a special examination.

### Administration of Final Examinations

1. The scheduling of final examinations during the Senate approved examination period is the responsibility of the Office of the Registrar. No tests or examination may be held during the official examination period other than those scheduled by the Office of the Registrar.
2. In all cases, final examinations are scheduled during three hour time-slots, however, as determined by the instructor, the minimum duration time for a final examination may be two hours in length.
3. In all cases, the final examination will be worth a minimum 25% of the student's evaluation/final grade.
4. No classroom tests including 'take-home' tests/examinations are to be given during the last week of the term. Minor tests, labs quizzes and other methods of evaluation worth 10% or less are permitted if regularly scheduled and noted in the course syllabus.
5. Notwithstanding the above, where the final evaluation of a student's performance includes an oral examination, take-home examination, major project or case study, such may be completed during the official examination period no later than the last day of the final examination period.
6. Instructors shall proctor their own final examinations. If this is not possible, the instructor shall arrange for an alternate who is familiar with the course content. Under no circumstances will students be used as alternates.
7. Instructors are responsible for collecting all completed examination booklets and script. Under no circumstances are extra examination booklets to be left in the examination room.

### Emergency Procedures

In cases where the University is closed in advance due to unforeseen circumstances including but not limited to extreme weather conditions, power outages, or general emergencies occurring during the final examinations period, every effort will be made to communicate the closure to students by email and local media.

In cases of a power outage or a fire alarm while a final examination is in progress, instructors and students must follow the following procedures:

1. Instructors will announce that students must leave all examination materials on their desks and evacuate the examination room and building.
2. If the evacuation is less than one hour in duration, students will be allowed to continue the writing of the examination. In cases when the evacuation lasts longer than one hour, the examination will be cancelled and rescheduled by the Office of the Registrar.
3. Notwithstanding the above, if two hours of the examination time has elapsed and an emergency is declared, instructors may decide to pro-rate the examination rather than the Office of the Registrar reschedule.

### Special Examinations

Requests for special examinations must be submitted to the University Registrar with supporting documentation. Requests for special examinations will only be considered if a student is in good academic standing in the course and has met one or more of the following criteria:

1. a student was ill and unable to be present or to adequately prepare for the examination (this must be substantiated by a medical certificate);
2. a student was unable to be present or to adequately prepare for the examination due to a legal obligation such as jury duty, witness, defendant, etc;
3. a personal or family tragedy prevented a student from being present or from adequately preparing for the examination.

If the request for a special examination is granted, the student must contact the Office of the Registrar to make arrangements for the writing of the examination. There is a minimum fee of \$50 per examination.

For students requesting accommodation based on religious beliefs, every effort will be made to reschedule the final examination. It is the responsibility of the student to notify the instructor and the Office of the Registrar of the request.

### Review of Final Examinations

Final examinations completed during the official examination period are the property of Algoma University. Full-time faculty are expected to store completed examinations in the case of a student academic appeal. Sessional faculty are required to submit student examinations and script to the Office of the Registrar for storage. In all cases, final examinations are to be archived until the deadline for appeals has passed (six months).

Students may review their completed examination script by notifying the instructor of the course or the Office of the Registrar in advance.