	Policy No.	Officer Responsible		
	S2017-02	Vice-President Academic and Provost		
	Policy Title			
Final Examinations				
Approved by	Replaces		Category	Next Review
Senate			B	2020
Date Issued	Date Revised	Related Policies, Reference		
February 2017		S.2009-06 Course Outlines and Course Approval Policy		

PURPOSE:

To outline the principles that govern final examinations and their administration for the University's credit courses.

SCOPE:

This policy applies to credit courses that include a final examination a part of the Evaluation Profile in the Course Outline approved by Senate (see S.2009-06 Course Outlines and Course Approval Policy).

DEFINITIONS:

Final Assessment: A method or tool that an instructor uses to evaluate a student. A final examination is an example of one tool.

Final Examination: An assessment scheduled within an official examination period which serves as the final evaluation of student performance in a course.

STUDENT PARTICIPATION IN FINAL EXAMINATIONS:

Final examinations:


Students are required to take final examinations at the time, date, and designated examination location indicated on the official examination schedule. If a student has an academic accommodation for a documented disability, his/her final examination(s) will be scheduled in a process involving the student, the instructor, and Accessibility Services. Wherever possible, the examination(s) for such students will be held at the same time and date as the officially scheduled final examination(s).

Students may be required to show photo identification to the invigilator for all examinations.

Late-arriving students/missed examinations:

Once a final examination has begun, all students must remain for the first 30 minutes. Students who arrive more than 30 minutes late for an examination may be barred from writing the examination if any student has submitted the examination and left the examination room. The decision to allow students to write the examination is at the discretion of the invigilator.

Departments are responsible to determine their own procedure for students missing final examinations. This departmental procedure must be included in the course outline presented to students at the beginning of each semester and cannot be in opposition to University policy.

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Use of electronic devices in examinations:

Departments are responsible to determine whether electronic devices or resource materials may be used during examinations. This departmental procedure must be included in the course outline presented to students at the beginning of each semester and cannot be in opposition to University policy.

STUDENT ACCESS TO FINAL EXAMINATIONS:

Students are able to review their graded final examinations for one calendar year after the examination date.

WEIGHTING OF FINAL EXAMINATIONS:

Refer to S.2009-06 Course Outlines and Course Approval Policy.

INVIGILATION:

Instructors are required to invigilate examinations at the time and designated examination location assigned in the official Final Examination Schedule. If an instructor cannot invigilate his/her own courses, alternate arrangements must be made through the Dean and/or designate.