

 BRANDON UNIVERSITY	UNIVERSITY TESTING & EXAMINATIONS POLICY		
Senate	Policy Sponsor:	Provost and Vice-President (Academic)	First Approved: <i>16 OCTOBER 2018</i>
	Primary Contact:	University Registrar	Last Updated: <i>19 NOVEMBER 2024</i>
	Approved by:	Senate	Review Scheduled:

1. PURPOSE

This document serves as a comprehensive policy concerning the scheduling and conduct of final, on-campus examinations at Brandon University. It supersedes all other published information concerning final examinations.

The provisions of this policy rest upon the values of academic integrity: honesty, trust, fairness, responsibility, respect and courage.

This policy seeks to set forth fair, equitable, consistent and transparent processes that create clarity of expectations across the university community, regarding the scheduling and administration of final exams at Brandon University.

2. SCOPE

This policy applies to all in-person, final examinations scheduled at Brandon University. Wherever practical, the principles and regulations contained herein should also be applied to mid-term examinations and term tests.

3. DEFINITIONS

Academic Integrity: A commitment, even in the face of adversity, to six fundamental values in all University activities and relationships: honesty, trust, fairness, respect, responsibility, and courage; accordingly, academic dishonesty is a failure to uphold any of these six fundamental values in a University activity and/or relationship (adapted from the International Center for Academic Integrity's definition)

Deferred Examination: A final examination that has been rescheduled for a particular student due to exceptional circumstances beyond the student's control that prevented the student from writing the examination at its originally scheduled time, such as but not limited to acute illness, or death of a family member

Examination Conflict: Two or more examinations scheduled at the same time for the same student

Final Examination: An assessment exercise that takes place at the end of a course in the designated final examination period

Final Examination Period: A designated period at the end of each term during which all final examinations must be held

Final Examination Schedule: The University's official, publicly-available schedule of final examinations that are held in the final examination period

Mid-Term Examination: An assessment exercise taking place approximately halfway through a course, normally in class, during which students' comprehension of material covered in the course to that point is assessed

Online Examination: A computer-based assessment exercise conducted via a designated website, web portal, or online service

Scheduling Hardship: Examinations scheduled in three or more consecutive examination periods for the same student. Three consecutive examination periods include morning, afternoon, and evening of the same day, or afternoon and evening of one day plus morning of the following day, or evening of one day plus morning and afternoon of the following day.

Supplemental Examination: A specially authorized examination that allows a student who did poorly on an examination due to medical, compassionate, or other circumstances outside the student's control the opportunity to attempt to increase their course grade

Take-Home Examination: An assessment exercise that is provided to students at a certain point in the course, that students are permitted to work on outside of class, and the responses to which must be submitted at a designated time

Term Test: An assessment exercise normally taking place in class during which students' comprehension of material covered in the course to that point, or between two determined points, is assessed

Undue Hardship: A situation that involves significant and unusual expense, compromises one's health and safety, or violates one's protected human rights.

4. POLICY

4.1. SCHEDULING

4.1.1. Final Examination Period

Each term has a Senate-approved final examination period as published in the Important Dates section of the Undergraduate and Graduate Calendars. Final examination dates and times will be included in the Registration Guide for each registration session. The official final examination schedule including examination locations will be published to the University website a minimum of one month before the final examination period.

Final examinations will be written at the time and location fixed for individual examinations as published in the final examination schedule. Any instructor who encounters extenuating circumstances outside of their control that necessitate a change in date, time, or location of a final examination must seek approval to request such a change from their department Chair and Faculty/School Dean. If the request is being made after the add/drop deadline for the term, before seeking Chair and Dean approval, the instructor must secure written agreement from all students registered in the course (pending Chair and Dean approval). A copy of the Dean's approval must be provided to the Registrar's Office along with the change request. Once finalized, the Registrar's Office will incorporate changes into the final examination schedule online, and the instructor will inform the class of the new exam date/time/location.

Final examinations will be scheduled to ensure a minimum break of two hours between the end of one examination and the beginning of another.

No test/examination or series of tests/examinations worth cumulatively more than the value indicated in the chart below shall be held in the seven calendar days preceding the final day of classes for the term as published in the appropriate academic calendar:

Faculty	Maximum Test/Exam Value
Arts	10
Education	50
Health Studies	30
Music	25

Science	20
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Any request for exemption from this regulation must be submitted to and approved by the Faculty/School Dean whose decision shall be final. Tests/examinations held in class outside of the final examination period may not extend beyond the normal timetable slot in which the course is scheduled.

Except for applied juries, as required by the School of Music, no final examinations shall be scheduled between the last day of classes and the first day of the examination period.

Take-home examinations must be submitted to the instructor within the final examination period, on the date indicated in the Final Examination Schedule.

4.1.2. Examination Locations

For security and academic integrity reasons, examinations will normally be scheduled in the Healthy Living Center (hlc) and the largest classrooms on campus. Upon instructor request and if space permits, examinations may be scheduled in the classroom in which the course was normally held. Instructors who require a specific examination location due to particular technological or physical requirements (such as sound systems, artifact displays, etc.) must make such a request to the Registrar's Office not later than 10 days after the add/drop deadline for the term in which the course is offered.

4.1.3. Attendance at Final Examinations

All students are responsible for consulting the Final Examination Schedule and ensuring they are available and present for each of their scheduled examinations.

Students are expected to write final examinations in every course in which they are registered for which a final examination has been scheduled. In situations where medical, compassionate, or other circumstances beyond their control make it impossible for a student to write the final examination as scheduled without undue hardship, the student may request a deferred examination according to the regulations outlined in Section 4.g of this policy.

4.1.4. Examination Conflicts & Scheduling Hardship

While the Registrar's Office will prepare an examination schedule that is as conflict-free as possible, occasions may arise where examination conflicts (two or more examinations

scheduled at the same time for the same student) or scheduling hardships (examinations in three or more consecutive exam slots for the same student) are inevitable.

In the case of an examination conflict or scheduling hardship, the student must inform the Registrar's Office as soon as they become aware of the conflict/hardship and not later than 10 days after the official final examination schedule is posted to the university's website. The Registrar's Office will work with the student and the course instructor(s), consulting with Department Chairs/Program Coordinators and/or Deans as appropriate, to reschedule one or more of the examinations in order to alleviate the conflict/hardship. The Registrar's Office will communicate the alternate arrangements to the student within two weeks of the student submitting notice of conflict/hardship. Should the student not find the proposed resolution satisfactory, the student may submit an appeal to the Student Appeals Committee (SAC) no later than two weeks after receiving notification of the proposed resolution from the Registrar's Office. The decision of the SAC is final.

4.1.5. Religious/Spiritual Accommodations

Where a student is unable to attend a scheduled examination due to religious/spiritual observance, the student must inform the Registrar's Office and provide appropriate supporting documentation as soon as they become aware of the conflict and not later than 10 days after the official final examination schedule is posted to the university's website. The Registrar's office will work with the student and the course instructor(s), consulting with Department Chairs/Program Coordinators and/or Deans as appropriate, to reschedule the affected examination(s). The Registrar's Office will communicate the alternate arrangements to the student within two weeks of the student submitting notice of conflict/hardship. Should the student not find the proposed resolution satisfactory, the student may submit an appeal to the Student Appeals Committee (SAC) no later than two weeks after receiving notification of the proposed resolution from the Registrar's Office. The decision of the SAC is final.

4.1.6. Examinations Scheduled Through Accessibility Services

Students who are registered with Student Accessibility Services and who receive examination accommodations will schedule their final examinations according to Student Accessibility Services test and examination procedures. All regulations related to examination attendance apply (Section 4.c). All efforts will be made to schedule exams at the same time as the regularly scheduled exam for that course.

4.1.7. University Closure & Inclement Weather

In the rare event that the University is closed during the final examination period for any reason, the Registrar's Office will determine alternate scheduling for the affected examinations. Normally, the rescheduled examinations will take place on the next available day upon which no exam is scheduled (Sunday included). The revised examination schedule will be published on the Registrar's Office website.

Students are expected to be aware of weather conditions and make every reasonable effort to attend all scheduled examinations. However, should inclement weather create conditions that preclude a student from attending an examination (such as closed highways, travel advisories, etc.), the student must formally request a deferred examination as described in Section 4.h.

4.1.8. Deferred Examinations

A student who is unable to attend a final examination as a result of medical, compassionate, or other circumstances beyond their control that make it impossible to write the final examination as scheduled without undue hardship may request a deferred examination.

No later than 48 hours after the start of the exam, the student must contact the instructor to request a deferred examination. Submission of appropriate documentation may be required. If the instructor denies the request, the student may appeal to the Dean of the Faculty/School offering the course. If the Dean denies the request, the student may appeal to the Student Appeals Committee (SAC). The decisions of SAC are final.

A deferred examination must be written within three months from the last day of the examination period in which the original examination was held. In the case of irregularly scheduled courses, a deferred examination must be written within three months from the last day of class in the course. It is the instructor's responsibility to determine and communicate to the student the date, time, and location of the deferred examination. Only deferred examinations for students registered with Student Accessibility Services may be scheduled in the Student Accessibility Services office.

When a request for deferred examination is granted, the instructor will indicate on the electronic grade form both the date by which the final course grade will be entered following the deferred examination and the course grade that will be applied if the course grade is not submitted by that date.

In cases where medical, compassionate, or other circumstances beyond the student's control make it impossible to write the deferred examination as scheduled without undue hardship, the Dean of the Faculty/School offering the course may, in consultation with the instructor, grant an extension of up to three months. The student must submit any further extension request, along with a letter of support from the instructor, to the Student Appeals Committee (SAC). The decisions of SAC are final.

4.1.9. Supplemental Examinations

In rare circumstances where, due to medical, compassionate, or other circumstances beyond their control, a student has failed to achieve a final examination mark considered to be representative of his/her ability as demonstrated throughout the duration of the course, the instructor, Department Chair/Program Coordinator, and Dean may provide written authorization for the student to write a supplemental examination.

A Supplemental Examination Form (available on the Registrar's Office website) must be submitted to the Registrar's Office within 21 days of the official publication of final grades for the course. All supplemental examinations must be written within 14 days of form submission, except in cases where enforcement of this timeframe would create undue hardship for the student.

4.1.10. Grade Submission

Final course grades are to be submitted according to the following schedule:

Regular Session: Final grades are to be entered no later than seven calendar days after the final examination, or if no examination is scheduled, no later than seven calendar days after the last lecture.

Spring/Summer Sessions: Final grades are to be entered no later than five calendar days after the final examination, or if no exam is scheduled, no later than five calendar days after the last lecture.

4.2. INVIGILATION REQUIREMENT

4.2.1. Instructor Responsibility

Instructors are required to be present and active invigilators at each of their course examinations and to remain present until all examinees writing any examination have exited the examination room. In larger spaces with shared exams, one instructor or

invigilator is responsible to announce instructions and all instructors in the examination space are responsible for active invigilation throughout the examination period.

In the event that an instructor is unable to be present at an examination, that instructor is responsible to arrange for a suitable alternate faculty member to invigilate in their place. The instructor must inform their Dean/Director, the Registrar's Office and students registered in the class of the alternate as soon as possible prior to the examination.

4.2.2. Invigilator to Student Ratio

In rooms with a capacity greater than 50, there shall be two invigilators for the first 50 students and one additional invigilator for each additional 50 students. The instructor counts as one of the required invigilators.

Whenever practical, final examinations for smaller classes will be scheduled in the same room in order that the two (or more) instructors will adequately fulfill the invigilation requirement.

Where a single examination is held in a classroom with a capacity lower than 50, the instructor will serve as one invigilator and a floating invigilator shall be assigned to rotate between all such examinations held in that building during the same time period.

Invigilators, including instructors whose presence is required to meet the minimum invigilation requirement, must remain on duty until all examinees writing any examination have left the examination room.

4.2.3. Invigilator Assignment

The Registrar's Office will recruit and assign invigilators for all final examinations.

Whenever possible, invigilators will be assigned to provide a gender balance at each examination.

Current and/or former Brandon University students may be hired to serve as invigilators. Any student who has been on academic suspension or academic withdrawal at Brandon University may not serve as an invigilator for at least three years from the start date of the suspension or withdrawal. Any student who has been found responsible for having departed from academic integrity may not serve as an invigilator.

4.2.4. Invigilator Training

Invigilators are required to attend the mandatory training session that is offered by the Registrar's Office prior to each final examination period. Course instructors who serve as invigilators for their own examinations are not required to attend this training, but they are encouraged to do so.

4.3. EXAMINATION CONDUCT

4.3.1. Submission of Final Exams 48 Hours Prior to Exam

A copy of each final examination must be submitted to the Registrar's Office and the appropriate Faculty/School Office at least 48 hours prior to the final examination to ensure a copy is available in case of extenuating circumstances where the course instructor is unexpectedly unable to attend their examination.

4.3.2. Arrival at Examination

4.3.2.1. Entry to Examination Room

Students will be permitted to enter an exam room a maximum of 15 minutes prior to the designated examination start time. To minimize distractions for students writing the exam and to facilitate integrity of the examination process, no student will be permitted entry to the examination room after the first 30 minutes of the examination have elapsed. Students entering the examination room after the examination has started (within the first 30 minutes) will not be granted additional time.

4.3.2.2. Identification Requirement

All students are required to show a valid Brandon University student ID upon entry to the exam room. This ID must be placed on the corner of the student's examination desk/table and remain visible at all times during the examination. Students who fail to produce the appropriate identification may be denied entry to the examination.

4.3.2.3. Course Registration Requirement

Only students who are formally registered in the course for which the examination is being held and who appear on its class list are eligible to write the

examination. Registration will be verified by the instructor or an invigilator upon student entry to the examination room or during the first 30 minutes of the examination, depending upon the number of students writing in the same room.

4.3.3. Authorized & Unauthorized Materials

4.3.3.1. Authorized Materials

In advance of the examination, instructors will inform students regarding specific materials that are authorized for use during the examination. Only those items may be brought to the examination desk/table and accessed during the examination.

4.3.3.2. Personal Items

Students are encouraged to avoid bringing personal effects or valuables to any examination as the University is not responsible for the loss or theft of such belongings.

Any personal items brought into the examination room must be left at the front of the room or in another area designated by the invigilator for this purpose. Personal items may not be stored under students' chairs or desks during examinations.

4.3.3.3. Electronic Devices

All electronics (such as calculators, cell phones, smart watches, laptops, Bluetooth-enabled devices, etc.), unless explicitly authorized for use by the instructor, must be turned off completely and stowed with the student's personal items.

4.3.3.4. Food and Drink

Food is not permitted in the examination room except for medical reasons. In such cases, the student must disclose the food to the invigilator for inspection at the beginning of the examination and provide appropriate medical documentation. Students may bring a water bottle without labels into the examination room and keep it at their desk for the duration of the examination. Invigilators may inspect water bottles at any time.

4.3.4. Leaving Seat/Exiting Examination Room During Examination

Once seated, students may only leave their seats with the permission of the invigilator and then, only because they have finished the examination or need to use the washroom.

A student who has been granted permission to use the washroom must submit all examination materials to the invigilator, sign the Examination Interruption sheet prior to leaving the room, sign the sheet again upon re-entering the room, receive their examination materials back from the invigilator, and proceed quickly and quietly back to their original examination desk/table.

At the beginning of the examination, the invigilator will identify those washrooms that are designated for use during the examination. Only one student may leave the examination room at a time.

4.3.5. Academic Integrity During Examinations

All members in the Brandon University community contribute to developing and maintaining a culture of academic integrity on campus, including during examinations.

4.3.5.1. Instructor and Invigilator Responsibilities

Instructors and invigilators will:

- specify clearly, in advance, those materials that students are permitted to bring to and use during the examination;
- remind students, in advance, of the meaning and importance of academic integrity;
- provide multiple versions of examinations for large classes;
- wherever possible, ensure staggered seating, with an empty seat between each student or with students seated beside one another writing different examinations/different versions of the same examination, or where this not possible, ensure randomized seating; and
- circulate through the room and observe vigilantly the behaviour of all students for the duration of the examination.

4.3.5.2. Student Responsibilities

Students will:

- refrain from talking with or communicating with any other student;

- ensure they do not access any unauthorized materials during the examination;
- ensure that their examination papers, worksheets, response forms, etc. are hidden from the view of other students;
- avoid looking around the examination room, particularly at other students or others' examination materials; and
- report any suspicious behaviour in which other students are engaged to the invigilator.

4.3.5.3. Suspected Departure from Academic Integrity

Should an invigilator notice any behaviour that may constitute a violation of academic integrity (or receive a report of such from another student), the invigilator must first attempt to substantiate the behaviour. This may include continued, closer observation and discretely alerting another invigilator to the suspected behaviour.

If the behaviour cannot be substantiated and does not appear to occur again during the examination, the invigilator should complete a Suspected Departure from Academic Integrity During Examination report, noting all observations made, and attach it to the student's examination paper once the student has completed the examination and submitted it.

If the behaviour is substantiated, the invigilator must, as discretely as possible, inform the student that a violation of academic integrity has been observed and that it will be reported. The invigilator may require the student to stop the examination and leave the examination room immediately. Any student permitted to continue the examination will have all unauthorized materials confiscated for the duration of the examination, and the invigilator may move the student to a different seat in the examination room, if it is deemed necessary to prevent further instances of the dishonest behaviour. Whether the student is permitted to complete the exam or not, the invigilator will complete a Suspected Departure from Academic Integrity During Examination report and attach it to the student's examination paper.

The instructor must report all incidences of suspected departures from academic integrity to the appropriate Dean for further action, in accordance with the process outlined in the Academic Integrity Policy.

4.3.6. End of Examination

Except in cases of emergency, no student shall exit the examination room within the first 30 minutes after the start of the examination to prevent information sharing between students entering and exiting the examination space. To minimize distractions for students needing the entire examination period, no student shall exit the examination room within the final 15 minutes of the examination period.

When an invigilator announces the end of the examination, all students must immediately cease writing and gather together all of their examination papers. Any student who continues to write after the invigilator has announced the end of the examination may be considered to have departed from academic integrity and reported accordingly.

To ensure integrity of examination records, all students must submit all examination papers to an invigilator and sign the Exam Submission Confirmation form before leaving the room. Students are not permitted to remove any examination materials, including scrap paper, from the examination room.

4.3.7. Illness/Personal Emergency During Examinations

In the event that a student falls seriously ill or suffers a personal emergency during an examination, the invigilators' first priority is to ensure the health and safety of the student, calling emergency services if required. In cases where emergency services intervention is required, an invigilator, after attending to the immediate health and safety needs of the student and all others in the examination room, will clearly indicate on the student's examination and examination booklet that the examination was cancelled due to a medical emergency. The invigilator will also note the date and the time of the cancellation and provide their signature. The invigilator will write a report of the incident and attach it to the student's examination booklet so that the instructor will be able to follow-up with the student, once they are medically stable, in order to arrange a deferred examination.

In the case of illness or other personal emergency not requiring emergency services, the student must decide whether to continue or to cancel the examination.

If a student chooses to cancel the examination, an invigilator must clearly indicate the cancellation on the student's examination and examination booklet, note the date and the time of cancellation, and provide their signature. The invigilator will advise the student to seek appropriate medical/professional attention immediately, to obtain

documentation confirming the illness/personal emergency, and to submit a request for a deferred examination (Section 4.h).

Situations requiring intervention of emergency services may disrupt an entire examination. After an interruption of 20 minutes or more, the invigilator will cancel the examination and inform the University Registrar immediately thereafter. The Registrar's Office will reschedule the examination and communicate with affected students. Where the interruption is less than 20 minutes, once the immediate health and safety needs of the student experiencing the emergency have been addressed, all other students in the same room must be granted the choice to continue the examination (with extra time granted not less than the duration of the interruption) or to cancel the examination.

If a student chooses to cancel the examination, the invigilator must clearly indicate the cancellation on the student's examination and examination booklet, note the date and the time of cancellation, and provide their signature. The invigilator will advise the student to submit a request for a deferred examination (Section 4.h).

4.3.8. Institutional Emergency During Examinations

In case of an institutional emergency that requires evacuation of the examination room, an invigilator will advise all students to turn their examinations and examination booklets over, to leave all personal items in the examination room, and to exit quickly and quietly. The invigilator will specify the rendezvous point, advise the students to avoid speaking with each other about the examination during the evacuation, and coordinate an orderly exit.

Once all students are grouped outside at the rendezvous point, an invigilator will contact the University Registrar who will consult with the Director of Physical Plant regarding the situation to determine its severity and its anticipated duration.

In case of an institutional emergency that requires students to remain in the examination room (such as campus lock-down, etc.), an invigilator will advise all students to turn their examinations and examination booklets over, to remain quiet, and to await further specific instruction from the invigilator.

The decision to continue or cancel an examination after an institutional emergency will be made by the University Registrar in consultation with invigilators and any other campus or community personnel involved in managing the emergency. Typically, an examination will continue after an interruption of 20 minutes or less. In the event that

an examination continues after such an interruption, students will be granted extra time to complete the examination not less than the duration of the interruption.

In the event that an examination is cancelled due to an institutional emergency, the Registrar's Office will be responsible for rescheduling the examination and communicating with affected students.

5. POLICY AUTHORITY

- **Policy Sponsor:** Provost and Vice-President (Academic)
- **Primary Contact:** University Registrar
- **Approval Authority:** Senate

6. RELEVANT LEGISLATION

None.

7. RELATED POLICY DOCUMENTS

Academic Integrity Policy