



POLICY NUMBER	ED 03-9
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AUTHORITY	Senate
PRIMARY CONTACT	Registrar

POLICY

The University is committed to enable students to effectively express their mastery of course learning outcomes; provide students with appropriate feedback on their performance; and provide assessment environments that ensure the credibility of TRU's credentials.

REGULATIONS

I. SUPERVISED EXAMINATIONS

1. For the purposes of this policy supervised exams come in four types:
 - a. *Final exams* – these are supervised assessments that are either scheduled by the TRU Registrar and occur within the final exam period, or are overseen by the TRU-Open Learning Exams Department and are identified as final exams;
 - b. *Mid-term exams* – these are assessments supervised by a TRU invigilator, worth fifteen percent (15%) or more of the total course grade, and are not final exams (as defined above) nor laboratory or law exams (as defined below);
 - c. *Laboratory exams* – these are assessments supervised by a TRU invigilator that take place within a laboratory environment and require the use of specialized laboratory equipment;
 - d. *Law exams* – these are exams offered and scheduled by the Faculty of Law.

2. No single mid-term examination shall exceed thirty percent (30%) of the final grade. A laboratory mid-term exam may exceed 30% of the laboratory grade, but may not exceed 30% of the associated course grade.
3. Final examinations shall not exceed 50% of the final grade. A laboratory final exam may exceed 50% of the laboratory grade, but may not exceed 50% of the associated course grade. This section (3) does not apply to Law exams.
4. Students with a disability may receive exam accommodations in compliance with TRU policy BRD-10, Academic Accommodation and Services for Students with Disabilities, and with Accessibility Services' procedures.
5. Scheduling of exams in semesterized courses
 - a. Mid-term exams (including Law and laboratory mid-term exams) shall take place during the scheduled course time and place (both physical and/or virtual) unless indicated in the course outline or by mutual agreement between the instructor and the student(s).
 - b. In the last week of instruction, no on-campus course may include an examination which makes up more than fifteen percent (15%) of the student's final grade, with the exception of laboratory and Law examinations.
 - c. In the last two weeks of instruction, no Law courses may include an exam which makes up more than ten percent (10%) of the student's final grade.
 - d. Final exams in semesterized courses (including Law mid-terms in full year courses as well as Law final exams but excluding laboratory exams) shall be scheduled only during the prescribed final exam period which shall commence no sooner than 48 hours after the last day of classes. This does not apply to OL paced courses, where students schedule their own exam times in consultation with consultation with TRU OL Examinations Department.
 - e. Laboratory exams (including final exams) will be scheduled during the scheduled laboratory time and may be given in the last week of classes, unless otherwise indicated in the course outline.
 - f. Scheduling of supervised final exams (excluding lab exams) in on-campus, semesterized courses shall make reasonable attempts to follow these general principles;
 - i. Exams shall be scheduled to spread the students' exams over the entire exam schedule to provide students with a maximum amount of study time and to provide for the efficient use of the time and space resources available for exam scheduling.

- ii. No student will be scheduled so that two exams occur in the same exam session.
 - iii. No student will be scheduled with three exams in the same calendar day.
- g. The general principles for scheduling final exams for on-campus, semesterized courses outlined in item 1.5.f above will be implemented according to the following operational guidelines:
- i. The course instructor is responsible for ensuring the invigilation of all scheduled exams in their course.
 - ii. So long as the general principles outlined in item 1.5.f are met, faculty with Dean-approved activity that cannot be accomplished outside of the exam period will have these activities considered as constraints in the scheduling of examinations for the faculty member's courses.
 - iii. So long as the General Principles are met, faculty with medical circumstances beyond their control that occur during the exam schedule will have absences related to these circumstances considered as constraints in the scheduling of examinations for the faculty member's courses.
 - iv. Faculty requesting common exams for all or some sections of a course shall be accommodated where practical and as long as the General Principles are met.
- h. The schedule of supervised final exams for on-campus, semesterized courses will be published by the Registrar at least one month ahead of the semester's final examinations period.

6. Missed supervised exam

Open learning students in continuous entry courses who miss a supervised exam are normally able to reapply to write the supervised assessment.

Additionally, it is recognized that students may miss a scheduled supervised exam due to unplanned circumstances that are outside of their control. The faculty, Registrar, and staff will recognize the following as valid reasons for a student to miss a supervised exam are:

- Illness;
- Acute medical condition;
- Domestic affliction; and
- Wolf Pack travel schedule.

In order for a reason that a student has missed a supervised exam to be deemed valid, the student must be able to support the reason with appropriate documentation, which may include a medical certificate, police report, or official letter. Based on this

evidence, the instructor in consultation with their Department Chair (for campus-based courses) or the Open Learning Exams Department (for Open Learning courses) will determine if the student's reason is to be considered a valid reason to miss the scheduled supervised exam. Steps to be taken for exams missed valid reasons are as follows:

a. Mid-term examinations missed:

- i. In the event that a student receives prior information that they have a valid reason (as defined above) to miss a mid-term exam, and they wish to seek a remedy, the student must inform the instructor (for campus based courses) or the Open Learning Exams Department (for Open Learning courses) immediately and attempt to reschedule the exam or arrive at another mutually acceptable solution.
- ii. In the event that a student misses a mid-term exam for a valid reason (as defined above), and they wish to seek a remedy, the student must inform the instructor (for campus-based courses) or the Open Learning Exams Department (for Open Learning courses) as soon after the missed mid-term exam and attempt to arrive at a mutually acceptable resolution.

b. Final examinations missed

- i. In the event that a student receives prior information that they have a valid reason (as defined above) to miss a final exam and they wish to seek a remedy, the student must inform the instructor (for campus-based course) or the Open Learning Exams Department (for Open-Learning Courses) immediately and attempt to reschedule the exam or arrive at another mutually acceptable solution.
- ii. In the event that a student misses a final exam for a valid reason (as defined above) and they wish to seek a remedy, the student must inform the instructor (for campus-based courses) or the Open Learning Exams Department (for Open Learning courses) within two working days from the date of the missed exam.
- iii. Upon receipt of a valid reason for a missed campus based final exam the instructor in consultation with the Department Chair will either:
 - Arrange for a suitable final exam that will be scheduled to occur before the end of the semester's examinations period. Due to room booking and other scheduling constraints, this exam may be scheduled at any time mutually acceptable to the instructor and student during regular university hours (including during the last week of classes) or at any time during the examinations period.; or

- In exceptional circumstances, and after due consultation between the instructor and Department Chair, the student may be awarded a final mark for the course based on the student's performance on graded material assigned throughout the term.
- iv. Upon receipt of a valid reason for a missed open learning final exam the OL exams department will permit the student to complete the final exam during the next available exam session.
- c. Law examinations missed
- i. In the event that a student receives prior information that the student will miss an exam for a valid reason or a student claims that circumstances beyond their control have caused them to miss all or part of a Law exam, the student should inform the Associate Dean (Assistant Dean if the Associate Dean is the instructor for the course in question) as soon as possible.
 - ii. Should a student seek remedy for a missed exam the Office of the Dean of Law will determine the evidence required to support the claim as well as the remedy.
 - iii. All decision related to missed exams may be appealed under the policy Student Academic Appeals, ED 4-0.

Generally, only valid reasons (as defined above) will be accepted for missing a supervised examination, however, instructors in on-campus courses have latitude to accept other legitimate reasons.

All decision related to missed exams may be appealed under the policy Student Academic Appeals, ED 4-0.

7. Illness during an examination

If a student becomes ill while writing an exam, the student should inform the exam invigilator immediately. Full particulars of the circumstances will be taken by the invigilator and a report, the partially completed exam, and all other exam materials will be sent to the instructor (for campus-based courses) or the Exams Department Supervisor (for Open Learning courses).

If a student who became ill during an Open Learning examination wishes to re-write the exam, the student must submit a request for a re-write and medical documentation supporting the illness to the TRU-Open Learning Exams Department within seven (7) days of the exam.

8. Interruption during an examination

A supervised examination may be significantly interrupted by unforeseeable conditions, for example a fire alarm, campus or building closure, or disruptive event in the examination room. It will be left up to the invigilator to determine if the interruption is significant enough to warrant terminating the examination prematurely.

- a. In the case that a mid-term, laboratory, or Law examination is prematurely terminated due to an interruption, the instructor (for campus-based courses) or the Open Learning Exams Department (for Open Learning course) will attempt to reschedule the exam or arrive at another mutually acceptable solution.
- b. In the case that a final examination is prematurely terminated due to an interruption, the exam invigilator will notify the instructor and the Registrar (for campus based courses) or the Open Learning Exams Department (for Open Learning courses) within two working days after the date of the interrupted final exam.

Upon notification of an interrupted final exam, the Registrar, in consultation with the instructor and Department Chair (for campus-based courses), or the Open Learning Exams Department (for Open Learning courses) will either:

- i. Arrange for a suitable final exam which shall be provided and marked by the appropriate instructional department; or
- ii. In exceptional circumstances, and after due consultation with the instructor and Department Chair, the student may be awarded a final mark for an on-campus course based on the student's performance on graded material assigned throughout the term.

9. Misconduct related to an examination

Instances of suspected academic misconduct during a supervised examination will be handled in accordance with Thompson Rivers University Policy ED 5-0, Student Academic Integrity.

ADDITIONAL REGULATIONS THAT APPLY TO OPEN LEARNING COURSES

II. CHOOSING TO WRITE A SUPERVISED EXAM EARLY

If a student chooses, and is permitted, to write a final exam before completing all assignments, and then fails the final exam, the course is terminated. Remaining assignments will not be graded, and Open Learning Faculty Member support will not be available.

III. EXAM SCHEDULE

1. In-person supervised exam sessions dates are determined by the Thompson Rivers University Open Learning Exams Department and students must apply for a specific exam session by that session's application deadline.
2. Each in-person exam is conducted on the date and time assigned to the student by the Thompson Rivers University Open Learning Exams Department. Every effort will be made to ensure the date and time assigned to the student falls within the exam session date requested by the student.
3. Students may be permitted to reschedule their exam to another in-person exam session date if there is a session available before their course completion date and if the request is made a minimum of fourteen (14) days prior to the scheduled start date of the exam session for which they are currently scheduled.
4. Students who miss a scheduled in-person exam, and another exam session is available before their course completion date, will be charged a fee for rebooking their subsequent exam session for this course.

IV. EXAM CENTRES

1. Whenever possible, students who have booked in-person exams will be assigned to the exam centres they have requested.
2. Students may be permitted to change their exam centre provided they make the request to the Thompson Rivers University Open Learning Exams Department a minimum of fourteen (14) days prior to the scheduled start date of the exam session.

V. STUDENTS RESIDING IN CANADA

Students who registered with Thompson Rivers University Open Learning using a Canadian address must write their exam in Canada, with the exception of Canadians serving in the Canadian Armed Forces or working abroad in diplomatic services. Other exceptions are granted only under extenuating circumstances.

VI. EXAM SPECIAL ARRANGEMENTS

In extenuating circumstances, if a student is unable to attend an exam centre during the date assigned, she/he may request approval from the Exams Department Supervisor to write the exam at another location and/or time with an approved invigilator present. When such exceptions are granted the students may be required to arrange for their own exam supervisor and to submit the Statement of Presiding Supervisor form to Thompson Rivers University Open Learning Exams Department for approval. Thompson Rivers University Open Learning does not normally recognize employment commitments or vacation as acceptable reasons for exam special arrangements.