



Examinations – Administration and Printing

Subject:	Examinations – Administration and Printing
Sections:	Definitions ; Administration of Examinations ; Examination Booklets ; Submitting and Printing Examinations
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for the Policy on Examinations – Administration and Printing
Officer(s) Responsible for Procedures:	Vice-Provost (Academic Programs); University Registrar
Related Policies:	Examinations – Scheduling and Conflicts
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Academic integrity is fundamental to the value of degrees and to the learning outcomes attained by students. It is a shared responsibility that depends on the collective efforts of students, faculty, staff, and academic and administrative leaders. The administration of assessments is an important component of academic integrity.

This policy and its related procedures pertain to the official examination periods as designated by Senate.

1.0 DEFINITIONS

Associate Dean, for purposes of this policy and related procedures, means Associate Dean (Academic) of the Faculty or their designate. For Western International College, it shall be interpreted as the Senior Academic Lead or their designate. The designate must hold an academic appointment.

Examination, for the purposes of this policy and related procedures, means a test scheduled in the official examination periods as identified in the Undergraduate Sessional Dates.

2.0 ADMINISTRATION OF EXAMINATIONS

2.1 Responsibilities of the University Registrar

The Office of the Registrar is responsible for scheduling examinations per the policy on “Examinations – Scheduling and Conflicts”. The Office of the Registrar provides course nominal rolls to Faculty and Department Administrators and communicates examination-related updates to Faculty and Department Administrators.

2.2 Responsibilities of Students

Students shall be responsible for maintaining academic integrity and familiarizing themselves with and abiding by examination rules as set out in this policy and its procedures.

By commencing an examination, a student confirms that they are fit and able to complete the examination at the time the examination begins. This declaration may not apply where a student experiences a sudden illness, injury, or other unforeseen circumstance that arises during the examination and impairs the student’s ability to continue or complete the examination.

The student is responsible for signing the nominal roll circulated by the examination proctor, and for understanding and signing the required attestation regarding possession of electronic devices and unauthorized aids during an examination.

The academic integrity of the examination requires that students bring only authorized materials into the examination area and that all unauthorized materials and electronic devices are securely stored in a designated area before the examination commences. Students arriving after the first 30 minutes of the examination will not be permitted to take the examination. Breaks are not permitted in the first 30 minutes and last 30 minutes of an examination. Students are responsible for any unauthorized item found in their possession during an examination. Possession of unauthorized materials or electronic devices during an examination is a scholastic offence.

2.3 Responsibilities of Proctors

The Chief Proctor shall be responsible for the conduct of examinations in the examination area. Proctors are responsible to the Chief Proctor for the conduct of examinations in the examination area. Proctor allocation must take into account examination size, examination area, and building layout. Proctors are required to complete mandatory training delivered by the Faculties.

2.4 Responsibilities of Department Chairs

Department Chairs or Administrators shall be responsible for:

- (a) Submitting information regarding the scheduling of examinations to the University Registrar by the established Senate deadlines.
- (b) Assigning the Chief Proctor and Proctors.
- (c) Monitoring and storage of returned nominal rolls and attestations. Department Administrators and Western International College shall receive course nominal rolls from the University Registrar and are required to print a hard copy of the nominal roll for each course. Once printed, the Department Administrator shall notify instructors regarding how and where to retrieve their nominal rolls.

2.5 Responsibilities of Associate Deans

The Associate Dean shall be responsible for:

- (a) Assessing academic consideration requests (for instance, related to missed examinations or arriving late for an examination).
- (b) Ensuring that departments meet established Senate deadlines.
- (c) Notifying Department Chairs of their responsibilities where Senate deadlines are not met.

3.0 SUBMITTING AND PRINTING EXAMINATIONS

3.1 Responsibilities of Instructors

Instructors must meet any internal departmental timelines for the review, submission, and printing of examinations.

Instructors must submit examinations to Examination Services for Accommodated Examinations at least 10 business days prior to the scheduled accommodated examination. Missing this deadline may result in the academic unit being responsible for the administration of the accommodated examination or the rescheduling of the accommodated examination and associated costs billed to the unit.

3.2 Responsibilities of Department Chairs

Departments may opt to print their own examinations or submit examinations to the Office of the Registrar for printing by the dates provided below.

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If a Department prefers to print its own examinations, the Chair of the Department shall ensure that the examinations are delivered to the University Registrar at least seven days prior to the scheduled examination. Departments should print an extra 10% over and above the number required for students.

Chairs of Departments (or Deans of Faculties where applicable) and Western International College are required to ensure that examination papers to be printed by the University Registrar are submitted to the University Registrar on or before the due dates given below. If the deadlines are not met, the Department is responsible for the printing and delivery of examination papers to the examination area 30 minutes prior to the scheduled examination time.

Mid-Year Examinations – Date Due:

Examinations scheduled in the first week: Due Thursday of the 10th teaching week of the Fall term.

Examinations scheduled in the second week: Due Thursday of the 11th teaching week of the Fall term.

Spring Examinations – Date Due:

Examinations scheduled in the first week: Due Thursday of the 9th teaching week of the Winter term.

Examinations scheduled in the second week: Due Thursday of the 10th teaching week of the Winter term.

Examinations scheduled in the third week: Due Thursday of the 11th teaching week of Winter term.

3.3 Responsibilities of the University Registrar

The University Registrar shall be responsible for delivery of all examination papers received by the aforementioned deadlines to all examination areas assigned by the University Registrar.

The University Registrar shall notify the appropriate Deans, or Senior Academic Lead of Western International College, of outstanding examinations. The Chair of the Department shall then be responsible for the delivery of the correct number of examination papers (i.e., 10% over and above the number of students) to the examination room 30 minutes prior to the scheduled examination time.

In the case where an Affiliated University College examination and a constituent examination are to be written in common, the University Registrar will provide the Affiliated University College Registrar with the printed examination papers seven

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days prior to the examination date. If the Affiliated University College Registrar requires any common examination papers prior to seven days before the examination date, the Affiliated University College Registrar may request that the constituent University Registrar provide a single copy of the examination paper on the Monday of the tenth teaching week. The Affiliated University College Registrar shall then be responsible for the security and printing of sufficient numbers of papers for the Affiliated University College section.

Last Reviewed:

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