Revisions to the Policies on Scheduling of Examinations, Tests and Assignments

Note: The policies on "Final Examination Weighting," "Scheduling Assignments," and "Scheduling Tests/Examinations," have been moved from the section of the Handbook on Course Outlines to the section on Scheduling of Examinations and Responsibility for Printing.

The current policies can be found at: http://www.uwo.ca/univsec/handbook/exam/courseoutlines.pdf and http://www.uwo.ca/univsec/handbook/exam/scheduling.pdf.

SCHEDULING OF EXAMINATIONS AND RESPONSIBILITY FOR PRINTING

SCHEDULING OF EXAMINATIONS

(S.2288.8, S.3648)

Department chairs (or deans of faculties, or affiliated registrars where applicable) shall submit to the Office of the Registrar by the first day of classes each year a final and complete request of the courses to be scheduled into the Mid-Year and Spring examination periods (i.e., course, exam length, type of exam, supplies, separate or common).

Requests for special scheduling (e.g., spacing of examinations, specific examination periods, special seating arrangements or room requests, optional examinations, evening requests) must be submitted to and approved by the Dean of the faculty (or Affiliate Registrar where appropriate) and submitted to the Office of the Registrar by the aforementioned deadline. These requests will be honored by the Office of the Registrar where possible given the limited number of constraints which can be accommodated. During all examination periods the Registrar is given authority to schedule three examinations per day.

The scheduling of "take-home" examinations must be approved by the Dean of the faculty. Papers must be submitted to the instructors by the tenth examination day of the examination period. In the case of Spring/Summer Session examinations, papers must be submitted to the instructors on the examination date established by the Registrar.

Examinations will be of a two, three or four-hour duration. Requests for permission to schedule an examination of a different duration shall be directed to the Dean of the faculty. The Dean shall seek the advice of the Registrar before approving such requests.

Each first year course (1000-1999) will have one common, compulsory, three-hour final examination, to be scheduled in the examination period, unless the Dean of the faculty, in consultation with the Educational Policy Committee, exempts the course from any of these requirements.

Final examinations in one-term courses and full-year courses may not be scheduled during the last 3 weeks of classes in either term (15 days, excluding Saturdays and Sundays).

SCHEDULING ASSIGNMENTS (S.1658, S.2001, S.2380, Senate Agenda Apr. 17/80, S.4255, S.91-229, S.93-302, S.96-63)

For professional faculties with sessional dates differing from the standard University term, the following regulations may not apply.

The policy of the university shall be that departments (or faculties) be required to ensure that for courses offered under this jurisdiction:

1. no new (i.e., previously unannounced) assignments are introduced in the last six weeks.
2. notice of the dates and nature of assignments be given to students before the final six weeks of a course.

The intent of this rule is to permit students to set their work schedule.

SCHEDULING TESTS/~~EXAMINATIONS~~
(S.1658, S.2001, S.2034, S.2380, Senate Agenda Apr. 17/80, S.4255, S.91-229, S.93-302, S.05-30, S.05-64, S.08-193)

1. ~~a) Tests for Intersession or Summer Day may not be scheduled during the last third of the course, i.e., in a 6-week full course, during the last two weeks of classes (10 days, excluding Saturdays and Sundays) or in a 3-week half course, during the last week of classes (5 days, excluding Saturdays and Sundays).~~

   ~~Tests for one-term or Summer Evening courses may not be scheduled during the last 3 weeks of classes in the term (15 days, excluding Saturdays and Sundays).~~

   Tests for full-year courses may not be scheduled during the last week of classes in the Fall (September to December) term (5 days, excluding Saturdays and Sundays) or during the last 3 weeks of classes in the Winter (January to April) term (15 days, excluding Saturdays and Sundays).

   An exception is made for practical laboratory or performance tests since they are understood to be tests which by their nature require the scheduling of specialized space or facilities, and which typically do not involve the same kind of preparation on the part of the student as do written or oral tests. Professional schools with special practicum or curricular requirements also are exempt from this condition.

   ~~b) Final examinations in one-term courses and full-year courses may not be scheduled during the last 3 weeks of classes in either term (15 days, excluding Saturdays and Sundays).~~

2. The department/faculty shall ensure that all conflicts with previously scheduled classes or tests are resolved, either by rescheduling the tests, or by offering an equivalent test at another time for those students who have declared a conflict prior to the test in accordance with policy as set by the department.

3. All tests normally will be held during regularly scheduled class hours. If, for sound academic or administrative reasons, out-of-class tests must be scheduled, such tests may be held on any day, Monday to ~~Sunday~~ **Saturday**, subject to conditions 1-2 above. Reasonable notice of out-of-class tests must be given in order to allow students to resolve conflicts with other academic duties or university-sanctioned extracurricular activities.

   No intramural classes will be scheduled regularly during the Fall and Winter terms between the hours of 7:00 p.m. and 10:00 p.m. on Fridays, and between the hours of 9:00 a.m. and 10:00 p.m. on Saturdays ~~and Sundays~~, in order to make these times available for out-of-class tests.

4. In cases where a ruling regarding what constitutes a test or assignment is required, the instructor and/or student may consult the appropriate dean.

SCHEDULING TESTS/EXAMINATIONS FOR HBA AND MBA PROGRAMS
(S.09-42)

1. Tests in one-term courses may not be scheduled during the last three weeks in the term.
2. Tests for full-year courses may not be scheduled in the last week of classes in the Fall and during the last three weeks in the Winter term.
3. Final examinations in one-term and full-year courses may not be scheduled during the last three weeks in either term.

SCHEDULING TESTS/EXAMINATIONS FOR ~~FINAL EXAMINATIONS~~ INTERSESSION, SUMMER EVENING AND SUMMER DAY
(S.2820.2, S.99-164)

Four weeks prior to the beginning of the examination periods for Intersession, Summer Evening, Summer Day, the Dean of the Faculty in which courses are being offered will submit to the Office of the Registrar a final and complete list of the courses for which examinations are to be scheduled.

Tests for Intersession or Summer Day may not be scheduled during the last third of the course, i.e., in a 6-week full course, during the last two weeks of classes (10 days, excluding Saturdays and Sundays) or in a 3-week half course, during the last week of classes (5 days, excluding Saturdays and Sundays).

Tests for one-term or Summer Evening courses may not be scheduled during the last 3 weeks of classes in the term (15 days, excluding Saturdays and Sundays).

FINAL EXAMINATION WEIGHTING
(S.2288.10)
The final examination will be worth a substantial amount, not less than 30% of the final grade in first year courses (1000-1999), unless the Dean of the faculty in consultation with the Educational Policy Committee, exempts the course from this requirement.

PRINTING OF EXAMINATIONS
(S.3648, S.99-164)
(no changes)

Handbook Notes:

This file is on the web http://www.uwo.ca/univsec/handbook/exam/scheduling.pdf
See also Policy on the Structure of the Academic Year
http://www.uwo.ca/univsec/handbook/general/structure.pdf
~~and the policy on course outlines regarding scheduling assignments, tests and examinations~~
~~http://www.uwo.ca/univsec/handbook/exam/courseoutlines_undergrad.pdf~~