

Examinations

Scheduling of Examinations and Responsibility for
Printing

Scheduling of Examinations;
Scheduling Assignments;
Scheduling Tests;
Scheduling Tests/Examinations for HBA and MBA
Programs;
Scheduling Tests/Examinations for Intersession, Summer
Evening and Summer Day and Distance Studies;
Printing of Examinations

Senate

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Senate Committee on Academic Policy

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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 honoured 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 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.

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

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.

1. 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.

2. Tests for one-term courses may not be scheduled during the last 3 weeks of classes in the term.
3. 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.
4. 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, 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.

Out-of-class tests may be scheduled on Fridays between 7:00 p.m. and 10:00 p.m., Saturdays between 9:00 a.m. and 10:00 p.m. and Sundays between 10:00 a.m. and 10:00 p.m.

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

Intersession, Summer Night and Summer Day examination papers to be printed by the Registrar are to be submitted by the Department to the Office of the Registrar no later than seven days before the first examination period of each session.