

## **1.0 Purpose**

This policy sets out requirements concerning administration of final examinations in SKG's courses.

This policy balances SKG's commitment to academic integrity of its programs and the assessment of students' academic achievements with its commitment to provide a supportive learning environment for its students.

## **2.0 Definitions**

"Final examination" and "examination" in this policy means an examination that is scheduled after the end of regularly scheduled classes in a semester.

"Course" means a course that is part of a program leading to a credential, of any duration.

"Director of Academics" means the President of SKG, or an individual designated by the President, who is responsible to administer SKG's academic mission, regardless of the title of that position.

"Instructor" means an employee of SKG who is responsible for teaching, evaluation, academic supervision, and/or related activities for credit and non-credit courses, and/or responsible for evaluation of students in any other activity that is part of SKG's academic mission. It includes all such employees, whether faculty members or contract employees.

"Semester" means the Fall, Winter, or Spring-Summer sessions of SKG's degree-level courses, or the period (or periods) over which a shorter credential is delivered, as applicable.

"Student" means an individual registered in a course or program of study at SKG, whether full-time or part-time.

"SKG" means Shingwauk Kinooamaage Gamig.

## **3.0 Policies concerning final examinations**

### **3.1 Scheduling**

The Director of Academics shall ensure that a schedule of all final examinations is confirmed and made available to students in a timely way.

- The schedule should be confirmed as far in advance as practicable, to allow students to plan their preparation and make arrangements to be available for the examination.

The schedule shall be developed in coordination with Algoma University with the aim of avoiding conflicts in scheduling.

### **3.2 Scheduling conflicts**

In the unusual circumstance that scheduling of final examinations results in an examination conflict for a student, the instructors will be asked to schedule an alternate examination time within the examination period for the student.

The Director of Academics shall provide support to the instructors in determining an appropriate approach to administration of and time for the re-scheduled examination.

Resolution of the conflict shall take place as soon as practicable after the conflict is identified.

### **3.3 Procedures for the administration of examinations**

The Director of Academics may establish and ensure the implementation of procedures for the administration of final examinations.

### **3.4 Take-home examinations**

Instructors may assign take-home final examinations in lieu of in-person examinations.

Where assigned, take-home examinations shall:

- Be due before the end of the period in which in-person examinations have been scheduled.
- Allow students at least 72 hours between the date of issue of the exam and the due date.

If a student's time to complete a take-home examination is significantly lessened because of the number and timing of the student's regularly scheduled in-person examinations, the instructor may grant an extension, provided the new due date is not beyond the grade submission deadline for the course. The student must initiate such a request. The length of the extension will be at the instructor's discretion and instructors are advised to give the student the new due date in writing.

### **3.5 Other assignments in the final week of classes**

Final assignments in a course may be due either during the final examination period or in the last week of classes.

Term tests shall not be scheduled in the final week of classes in a semester.

- This requirement is intended to allow students adequate time to complete course work and prepare for examinations at the end of a semester.
- Short quizzes which have been a regularly scheduled part of the course and which are intended to review small amounts of material are not considered term tests and may be held during the last five days of classes.

## **4.0 Roles and responsibilities concerning final examinations**

Students are responsible for:

- Informing themselves concerning the scheduling of examinations in their courses;
- Following SKG's procedures for the examination and any additional procedures that have been set by the instructor;
- Not using any book, paper, communication device, computing device, or other aid during the examination except by permission of the instructor administering the examination; and
- Not communicating with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.

Instructors are responsible for:

- Providing information to students about a final examination in a course as part of the course outline distributed at the beginning of the course.
- Ensuring that students are informed concerning procedures for the examination (for example, limits on materials that can be brought into the examination, limits on when students may leave once an examination has commenced, and so forth), and ensuring that SKG's procedures for examinations are followed.
- Administering the examination or making an alternate arrangement with the Director of Academics for administration of the examination, including (but not limited to) recording attendance of students, invigilation, collection of examination responses, and retention of examination responses.
- Managing the preparation for and administration of the examination in a manner that supports a student's ability to focus and to minimize extraneous sources of confusion and uncertainty.

The Director of Academics is responsible for ensuring that:

- Students have timely access to information about the schedule of examinations in a semester;
- Instructors and students have ready access to information concerning SKG's procedures for examinations if these have been established; and
- The environment in which examinations are conducted allows students to concentrate, reflect, and generally demonstrate what they have learned, with a minimum of disruption and distraction.

## **5.0 Related Policies, Procedures & Documents**

SKG's policies and procedures may be found on its website.

## **6.0 Responsible Officer**

Director of Academics

## **7.0 Version history**

Board's approval pending recommendation of Academic Advisory Circle: December 2023

Recommended by Academic Advisory Circle:       ADD DATE when completed

Approved by Board:               ADD DATE when approved

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SKG gratefully acknowledges that parts of this policy are patterned on those of Nipissing University and the University of Guelph.