

Wilfrid Laurier International College Policy

Examinations Policy

Document

Policy Number	7
Responsibility	College Director and Principal, WLIC
Initial Issue Date	23 August 2021
Related Documents	Examinations Procedures (7.1)

Version Control

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1. Purpose

The purpose of this policy is to identify the values and principles upon which final examinations (“exams”) are conducted at Wilfrid Laurier International College (“WLIC”), stipulate general regulations, and highlight related policies.

The goal is to ensure that all final exams are administered in a manner that maximizes integrity and provides the opportunity for students to demonstrate the intended learning outcomes of a course.

2. Scope and Application

This policy applies to final exams conducted at WLIC. This policy and the related procedures are recommended as best practices (where appropriate and feasible) to develop procedures for other forms of assessment (e.g., midterms) in order to promote administrative consistency of assessment processes across WLIC and academic integrity.

3. Definitions

3.1 Exam Period

The official period identified for holding final exams as indicated on the WLIC Student Portal.

3.2 Exam Conflict

Two or more final exams scheduled at the same time.

3.3 Exam Overload

Three final exams on the same day, or within 24 hours.

3.4 Examination (Exam)

A form of testing for the purpose of assessing a student’s level of proficiency in some combination of the following domains: knowledge, comprehension, application, analysis, synthesis, and/or evaluation.

3.5 Final Exam

A form of assessment that occurs during the designated exam period, normally cumulative and of significant weight.

3.6 Invigilator

A course instructor or employee hired to assist in the administration of exams and monitoring of academic integrity during exams.

3.7 Teaching Department

The academic unit (department/school) responsible for the development, delivery, and administration of a course.

3.8 Program Department

The academic unit (department/school) responsible for the development, delivery, and administration of one or more programs.

4. Policy

- 4.1 All members of WLIC (faculty, staff, and students) participating in the exam process have a responsibility to adhere to and uphold all academic integrity standards relating to the terms of the Academic Integrity and Student Code of Non-Academic Conduct policies.
- 4.2 Exams should be conducted in an environment with minimal disruption and distraction, so students are able to concentrate, reflect, and demonstrate their knowledge.
- 4.3 The administration of exams should create a safe, secure, and healthy environment that promotes clear communications and reduces unnecessary stress. To facilitate this, students are required to follow the exam procedures and instructions from WLIC faculty and staff.
- 4.4 Students who require and have been approved for alternative exam arrangements will be afforded appropriate and reasonable accommodation and consideration.
- 4.5 Faculty, staff, and students are required to follow all policies and procedures pertaining to exams, including but not limited to the exam procedures as set out by WLIC.
- 4.6 Students are also required to follow any additional exam procedures specific to subject areas (e.g., labs, performances, oral exams) established by instructors and/or teaching departments/schools. Individual instructors and/or teaching departments are responsible for communicating these additional procedures to the Academic Team and students.
- 4.7 WLIC will provide timely notice of the exam schedule, including the time, place, and duration of final exams.
- 4.8 Students with an exam conflict or exam overload must contact the Academic Team before finalization of the exam schedule and follow the procedures outlined in Procedures 4: Scheduling and Conflicts.
- 4.9 Students who choose to commence an exam will be presumed to be able to complete the exam. In exceptional circumstances, students may be granted academic consideration in accordance with WLIC policies and procedures.
- 4.10 Students may not start or continue the exam outside of the allotted time. Students who arrive late will not receive extra time.
- 4.11 Unless the instructor or invigilator indicates otherwise, students are not permitted to commence an exam after the first 30 minutes or leave the exam within the first 30 minutes or last 15 minutes.

5. Make-Up Exams

- 5.1 WLIC does not offer make-up examinations at any level, meaning students who attempt the final exam are not eligible for a second attempt within the same academic term. Deferred examinations are available due to extenuating circumstances and offered based on strict criteria being met.

6. Deferred Examination

6.1 Students who are more than 30 minutes late for the start of an exam or miss an exam, due to extenuating circumstances, should refer to the procedure for deferring an examination.

6.2 Students must meet all of the eligibility requirements for deferring a final examination

- The student must have satisfactory attendance (80%) in the scheduled classes for the course;
- The student must have completed and passed the semester assessment requirements specified in the course outline; and
- The extenuating circumstances must be significant and be supported by evidence.

7. Invigilation

7.1 Instructors are expected to be present during their exams. If this is not possible due to extenuating circumstances, the Academic Team must provide an appropriate designate.

7.2 The Academic Team must provide adequate invigilation to maintain the academic integrity of exams.

8. Identification

Students and invigilators must have WLIC issued or approved identification at exams.

Students who do not have the required identification may not be permitted to write the exam.

9. Student Belongings

9.1 Personal belongings and unauthorized aids must be placed in an inaccessible manner and must not be accessed during the exam.

9.2 Students are strongly advised not to bring valuable items to exams. In the event of personal belongings being lost or stolen, WLIC is not liable.

10. Cancellations Or Disruptions

In the case of the disruption of an exam due to unforeseen circumstances, it may be necessary to move the exam to a new location, or to re-schedule the exam to another day in accordance with Examination Procedures (7.1).

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Examinations Procedures

Document

Policy Number	7.1
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1. Purpose Of Procedures

The Final Examinations Procedures (“Procedures”) outline the procedures to be followed for final exams conducted at Wilfrid Laurier International College (WLIC) and identify the roles and responsibilities of those involved in the final exam process.

2. Exam Room Protocol (For Students)

- 2.1 Students should assemble outside the examination room 15 minutes prior to the stated examination time. Please make sure that you bring all necessary materials i.e., pencils, erasers, as you will not be permitted to borrow items from your neighbour.
- 2.2 You must show your student ID card to enter the exam room. During the exam, ID cards must be kept face up on the desk.
- 2.3 No cellular phones on your person. Cell phones left in bags must be switched off. Should a phone ring during an examination, the student’s phone will be confiscated.
- 2.4 No talking once you enter the examination room.
- 2.5 No electronic devices of any kind, including smart watches, are to be on or near you, unless specifically allowed by your instructor, i.e., scientific calculator.
- 2.6 Dictionaries of any kind are not permitted. An English/English dictionary will be available in the exam room.
- 2.7 No hats, hoods, or bandanas. Jackets must be hung or placed against the wall.
- 2.8 Pencil case, calculator case, etc. to be placed on the floor.
- 2.9 Staring at another student’s work is considered cheating. Allowing another student to view/copy your work is also considered cheating.
- 2.10 In the event you are suspected of cheating, you may receive a ‘0’ on the examination or an exam grade only for work completed up to that point. Do not put yourself in a situation where you can be suspected of cheating.
- 2.11 You are not permitted to leave the exam room in the first 30 minutes or last 15 minutes of the examination.
- 2.12 You are not permitted to enter the examination room after 30 minutes have passed from the start of the exam.
- 2.13 Any student whose behaviour is disruptive or otherwise considered unacceptable while examinations are in progress may be asked to leave the room and receive a) 0 marks for the exam or b) an exam grade only for work completed at the time of expulsion (from the examination).
- 2.14 At the conclusion of the exam, follow the instructions of the invigilators. When instructed, leave the room quickly and quietly. Do not discuss the exam until you are well away from the examination rooms.
- 2.15 No examination papers, booklets or rough notes are to be removed from the examination room.
- 2.16 You are permitted to leave the exam room to use the washroom when escorted by an invigilator. Phones, papers, books, bags, or course materials of any kind are not permitted in the washroom or on you.

3. Identification

- 3.1 All students must display a valid WLIC student card or other approved form of identification (ex: valid passport with photo page) during an exam.
- 3.2 If there are concerns regarding the validity of the student identification or impersonation, additional government issued photo identification may be required.

4. Scheduling And Conflicts

- 4.1 In the case of an exam conflict or exam overload, students must notify the Academic Team before the finalized exam schedule is published. The Academic Team is responsible for making alternate arrangements, in consultation with instructors and students.

5. Accommodation

5.1 Academic Accommodation

WLIC will provide academic accommodations in accordance with the policy for Academic Accommodation of Students with Disabilities.

5.2 Accommodation of Student Religious, Aboriginal and Spiritual Observance

WLIC will provide accommodations based on creed in accordance with the principles of the Ontario Human Rights Code. The policy Accommodation of Student Religious, Aboriginal and Spiritual Observance outlines how accommodations for the religious, Aboriginal or spiritual observances of students will be determined. Students requesting accommodation due to a religious, Aboriginal and/or spiritual observance, must submit an “Exam Deferral Application Form” with any supporting documentation to the Academic Team.

6. Deferred Examinations

- 6.1 When a student misses a final examination because of extenuating circumstances, the student may request a deferred examination.
- 6.2 Applications for deferred final examinations must be received with supporting documentation no more than 3 days or 72 hours after the time of the examination. The “Exam Deferral Application Form” is available on the WLIC Student Portal.
- 6.3 Deferred final examinations are conducted at the discretion of the WLIC Academic Team and only as a consequence of serious illness or extraordinary personal circumstances which have the potential to impinge significantly on student performance.

7. Invigilation

- 7.1 Instructors/teaching departments may request invigilators for examinations which have been scheduled for multiple sections.
- 7.2 Invigilators will be scheduled by the Academic Team to ensure adequate monitoring of students during an examination.
- 7.3 Invigilators are required to monitor student conduct during exams, act upon suspicions of academic misconduct in terms of the Academic Integrity policy, or contraventions of the Student Code of Non-Academic Conduct, and, if necessary, take immediate steps to prevent further concerns.
- 7.4 Where academic misconduct is suspected, invigilators may confiscate notes, if appropriate, but not electronic devices or personal property.

8. Online Exams

- 8.1 Instructors must ensure that course outlines contain necessary information concerning the computer or other resources that students must have in order to take an online exam.
- 8.2 Instructors and invigilators must be available during the exam and must be aware of technical supports available.

9. Emergency Procedures

- 9.1 When a fire alarm sounds or another emergency occurs during an exam, students must follow the instructions of the alarm public address system and any responding emergency personnel.
- 9.2 Students must leave all exam materials on their desk and follow the instructions of the invigilator.
- 9.3 Students may take personal belongings, only if safe to do so.
- 9.4 Students must leave in a quick and orderly manner.
- 9.5 Students are not permitted to talk while outside.
- 9.6 Students must remain in the designated area pending further instructions.
- 9.7 Students found in violation of any of the above may be subject to disciplinary action by the College Leadership, if deemed necessary.
- 9.8 Once permitted to re-enter the building, the instructor and invigilators will enter the rooms first, instructing students to enter quietly and return to their desks. If necessary, the invigilator may pick up completed exams and have student's sign-out by initialing the left-hand side of the sign-in sheet. Students are not permitted to talk during this process. If fewer than 30 minutes remain in the scheduled examination period, the examination will be deemed as over. Exam papers will be collected whether they are complete or not. Instructors and Course Coordinators will be contacted by College Leadership regarding pro-rating of examination papers or rescheduling of examinations, if necessary.

10. Cancellation

- 10.1 In the case of an exam cancellation for any reason, WLIC will make every effort to advise students and instructors as soon as possible.
- 10.2 In the case of a disruption to an exam, the course instructor, or if unavailable, the invigilator in consultation with the teaching department, if available, is responsible for determining whether the exam can be continued or must be rescheduled.
- 10.3 If the exam is discontinued, the course instructor or invigilator should communicate this information to the Academic Team, as soon as possible.
- 10.4 If the exam is rescheduled, the Academic Team will post the revised time and date on the WLIC Student Portal.
- 10.5 Where possible, a cancelled exam will be rescheduled during the current exam period, or if not possible, at the beginning of the following semester.
- 10.6 Every effort will be made to reschedule final exams within the current examination period to ensure a smooth transition for Laurier University transfer students.

11. Roles And Responsibilities

11.1 Academic Team

- 11.1.1 Develop and communicate policies, procedures, and best practices in consultation with community members;
- 11.1.2 Establish and communicate procedures for exams that are cancelled or disrupted;
- 11.1.3 Make best efforts to provide an exam schedule that minimizes exam conflicts and exam overloads;
- 11.1.4 Communicate the exam schedule;
- 11.1.5 Make best efforts to provide space that promotes academic integrity and a suitable environment for students to focus;
- 11.1.6 Hire and provide training for invigilators;
- 11.1.7 Responsible for making alternate arrangements in the case of exam conflicts or exam overloads, in consultation with teaching departments, instructors, and students.

11.2 Teaching Departments or Schools

- 11.2.1 Communicate any subject-specific exam procedures;
- 11.2.2 Ensure all invigilators and instructors are familiar with exam-related policies and procedures including any departmental/school/graduate program procedures.

11.3 Instructors

- 11.3.1 Communicate any subject-specific exam procedures;
- 11.3.2 Be responsible for all matters pertaining to exam materials, including their availability, accuracy, security;
- 11.3.3 Communicate exam format, length, and permitted aids to students in advance of the exam;
- 11.3.4 Communicate to students the assigned seating for large, shared venues as provided by the Registrar;
- 11.3.5 Deal with suspicions of academic misconduct in accordance with the Academic Integrity policy;
- 11.3.6 Seek advice from the Academic Team or teaching departments regarding academic integrity, where necessary;
- 11.3.7 Arrange for photocopying and transportation of exam materials;
- 11.3.8 Assist in decisions in regard to exam disruptions or other exceptional circumstances.

11.4 Invigilators

- 11.4.1 Ensure that exams are conducted in accordance with policy and procedures;
- 11.4.2 Report suspected academic misconduct to the instructor in accordance with the Academic Integrity policy;
- 11.4.3 Consult with the instructor if possible, and provide direction regarding disruptions or emergency procedures when safe to do so; follow the direction of the alarm public address system and any responding emergency personnel;
- 11.4.4 Clarify for students the procedural aspects of the exam which are unclear, but do not provide content information that may infringe on the Academic Integrity policy;
- 11.4.5 Perform timekeeping; the official start and end time of an exam should be announced by the staff or faculty administering the exam and where no clock is available in the exam room, invigilators must indicate (in a non- disruptive manner) the time every 15 minutes e.g., by using presentation technology or by writing on the board.

11.5 Students

- 11.5.1 Know the time, place, and duration of their exams;
- 11.5.2 Follow all policies and procedures pertaining to exams, including the Academic Integrity, and the Code of Non-Academic Conduct policies;
- 11.5.3 Follow the Procedures in the case of an exam conflict or exam overload;
- 11.5.4 Follow all instructions given in the exam room.