

A reminder about the academic regulations surrounding exams.

The short version is that laboratory exams may be held in the final five days of classes this term. No other exams are allowed in the last five days and this cannot be waived **even by mutual consent** of the students and faculty. (The exact wording is below).

Moving a final exam to the second last week of class to avoid this academic regulation is not permitted.

Please make sure your courses follow these regulations.

Exams in the Field House, Regulations:

1. All backpacks, books, course notes, handbags, electronic devices (including but not limited to cell phones, iPads, Laptops, electronic watches, translators) must be placed at the front of the Field House prior to the beginning of the exam. Any student who is discovered with any such electronic device on his or her person will immediately forfeit the examination.
2. With the permission of the invigilator, a student may with an escort to go to the washroom. Only one student at a time will be permitted to visit washroom facilities.
3. The Field House will be outfitted with a clock which will allow students to know the time remaining in the exam period.
4. All students must present a CBU photo ID as per Academic Regulations.
5. Instructors/invigilators will maintain a quiet atmosphere and keep distractions to a minimum.

NOTE: I suggest that the same or similar rules be followed for all exams. Please be sure to communicate these regulations to students well before the exam.

Grade submission:

Please submit and finalise grades once they are ready for a vast majority of students in the course. INC can be used for those students who have not completed the coursework. If for some reason, you are not able to submit final grades by 16:00 on 17 December, please inform the dean and your chair and provide a brief plan of how and when the grades will be submitted.

Robert Bailey
5 November 2013

From the CBU Calendar:

EXAMINATIONS

Examinations play a significant part in the evaluation process of many courses. Students should therefore be familiar with the following procedures associated with formal examinations. Any new material covered on the day of a scheduled, for-credit, test or exam, may not be included on that test or exam.

Scheduling of Examinations

Examinations are formally scheduled by the Registrar's Office in December and April. Examinations are also held at the conclusion of the spring and summer sessions. All students writing examinations are required to show a CBU ID card.

No test or examination, with the exception of practical laboratory examinations, may be held in any course in either the five teaching days or the study period (defined as the period of time between the last day of classes and the beginning of the examination period) immediately preceding the December and April examination periods. This provision cannot be waived even by mutual consent of students and instructor.

Take home examinations cannot be assigned (and distributed) any later than the last day of classes in term. They cannot have a due date earlier than the sixth (6th) day of exams.

Deferred Examinations

Students should notify their instructor(s) immediately if they must miss an examination due to a medical or other serious reason. Upon request, the dean of the school and the instructor may approve a deferred examination.

Postponement of Examinations

If an examination cannot be held at the scheduled time because of inclement weather or other circumstances, other examinations will be written as scheduled and the postponed examinations will be rescheduled by the Registrar's Office on the first available day after the completion of the examination schedule.

Extraordinary Circumstances

If a student completes an examination and subsequently claims extenuating circumstances, such claims may be considered by the dean and the instructor on an individual basis. If a student is unable to write a scheduled examination for some serious reason, or if she/he becomes ill during an examination, the dean of the school must be contacted within five working days of the date on which the examination was to have been written. The dean and the instructor may decide whether a deferred examination will be scheduled or whether aegrotat standing will be granted.