

## Examination Policy: Deferred, Supplemental and Challenge Exams

Questions regarding this policy should be directed to the Policy Administrator.

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|-----------------------|---------------------|------------------|--|
| Effective Date:       | September 1, 2018   | Cross Reference: | Grading Policy for Credit Programs<br>Grading Procedures for Credit Programs   |
| Policy Owner:         | Registrar           | Appendices:      | <b>Appendix A</b> -Deferred Examination Application<br><b>Appendix B</b> Supplemental Exam Application<br><b>Appendix C</b> -Challenge Examination Application |
| Policy Administrator: | VP Academic         |                  |  |
| Approver:             | Executive Committee |                  |  |
| Review Schedule:      | Every 4 Years       |                  |  |

### 1. Policy Statement

Keyano College is committed to fair and equitable administration of special examination requests by students.

### 2. Background

In order to provide a fair opportunity for students to demonstrate their learning, final examinations may have to be deferred. In the case of supplemental examinations, students may require a second opportunity to demonstrate their learning. A challenge exam would be an opportunity for a student to demonstrate prior learning in order to be granted credit. The policy and procedures have been developed to provide consistency for all three situations.

### 3. Policy Objective

To administer exceptional examination requests in a consistent and fair manner.

### 4. Scope

This policy applies to all Keyano students registered in credit and non-credit programs and to all instructors administering final examinations. It will apply to all final examination sessions for Fall, Winter and Spring terms.

For Collaborative Degree programs, Keyano College will follow examination guidelines as identified in the Memorandum of Understanding.

### 5. Definitions

#### 5.1 Challenge Final Exam

Challenge Final Exam is an exam written to demonstrate course competency based on evidence of acquired skills or knowledge.

**5.2 Deferred Final Exam**

Deferred Final Exam is a final exam that, due to exceptional circumstances, is re-scheduled outside of the final exam period.

**5.3 Final Exam**

Final Exam is the cumulative exam given at the end of term.

**5.4 Medical Certificate**

Medical Certificate is a signed, dated paper from a physician or medical practitioner.

**5.5 Supplemental Final Exam**

Supplemental Final Exam is an additional final exam. Eligibility will be determined by the following criteria:

- a. Prior to the final exam, the student must have achieved a summative grade equal to or better than 60% for College Preparation, 65% for Trades programs or a C- in all other courses.
- b. All course work must be complete up to the time of the final evaluation.
- c. The student must have written the final examination and as a result earned a course final grade less than 60% in college preparation courses, less than 65% in Trades, or less than a C- in all other courses.
- d. A final exam graded zero as a result of Academic misconduct will not result in eligibility for a supplemental exam.
- e. Courses which are part of a collaborative degree will follow policies of the degree-granting institution.

**6. Guiding Principles**

Keyano College will be guided by the following principles in determining examination requests:

- 6.1 Fairness – all students will be evaluated for extenuating circumstances with every attempt being made to be fair to the individual situation.
- 6.2 Consistency – each case will be dealt with in consideration of the policy and in consideration of past decisions to ensure cross-campus consistency.
- 6.3 Opportunity – when the unexpected happens, students will be able to apply for seek alternate exam arrangements. The opportunity to perform at their top level will be afforded to students who meet the conditions of this policy.

## 7. Roles & Responsibilities

| STAKEHOLDER   | RESPONSIBILITIES   |
|---------------|--|
| Student       | <ul style="list-style-type: none"> <li>Be aware of this policy and the responsibilities as outlined in the procedure.</li> </ul> |
| Instructor    | <ul style="list-style-type: none"> <li>Be aware of this policy and the responsibilities as outlined in the procedure.</li> </ul> |
| Chair         | <ul style="list-style-type: none"> <li>Be aware of this policy and the responsibilities as outlined in the procedure.</li> </ul> |
| College Nurse | <ul style="list-style-type: none"> <li>Be aware of this policy and the responsibilities as outlined in the procedure.</li> </ul> |
| Registrar     | <ul style="list-style-type: none"> <li>Be aware of this policy and the responsibilities as outlined in the procedure.</li> </ul> |

## 8. Policy Management

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|--------------------------|--|
| Policy Title:            | Examination Policy: Deferred, Supplemental and Challenge Exams |
| Approval Date:           | <del>April 19, 2018</del> October 1, 2019                      |
| Effective Date:          | September 1, 2018  |
| Historical Review Dates: |  |
| Next Review Date:        | September 1, 2022  |
| Related Legislation:     |  |
| Supersedes Policies:     | 4.18, 4.19, 4.20   |
| Monitoring/Frequency:    | Every 4 years  |
| Policy Owner:            | VP Academic  |
| Policy Administrator:    | Registrar  |
| Policy Coordinator:      | Executive Assistant, Academic                                  |

## Examination Procedures

Questions regarding this procedure should be directed to the Policy Administrator.

|                       |                            |                  |  |
|-----------------------|----------------------------|------------------|--|
| Effective Date:       | September 1, 2018          | Cross Reference: | Grading Policy for Credit Programs<br>Grading Procedures for Credit Programs                           |
| Policy Owner:         | Vice President<br>Academic | Appendices:      | Supplemental Exam Application<br>Deferred Examination Application<br>Challenge Examination Application |
| Policy Administrator: | Registrar                  |                  |  |
| Approver:             | Executive Committee        |                  |  |
| Review Schedule:      | Every 4 Years              |                  |  |

### Deferred Final Exam:

1. Students who are unable to comply with the established dates and times for final exams can apply for exam deferral. Valid reasons for deferral include:
  - a. Bereavement
  - b. Personal illness or injury
  - c. Religious observances
  - d. Domestic affliction
  - e. Disability
  - f. Final Exams scheduled concurrently

Documentation (medical certificate, death certificate, accident report, etc.) will be required to support a deferral request. All medical documentation must be provided to Health Services for verification.

2. Application for deferral must be made prior to the examination or within 48 hours of the formal scheduled time.
3. Students must complete the Special Examination Application Form for deferred final examination. In the event the student is unable to complete the form within 48 hours, the Chair will be notified by the student and the form will be completed by the student within one week of the scheduled examination change.
4. The application form, available on line, will be initiated by the student and provided to the instructor. The instructor, upon completion of their portion, regardless of whether or not the deferral is recommended at their level, will forward the form to the Chair and the Chair, regardless of whether or not the deferral is recommended at their level, will forward the form to the Office of the Registrar.
5. If the application is denied, the Office of the Registrar will send a letter indicating the reason for denial to the student.
6. If the application is approved, the student and instructor will be notified via email. The student must schedule the exam with Testing Services.
7. The student will receive a grade of DE (deferred exam) until revised grades are received.
8. The deferred exam must be written within 20 business days of the original examination date for the course, unless otherwise indicated. A deferred exam may be written prior to the scheduled exam if mutually agreed upon.
9. Deferred exams may be written at the same time as supplemental exams.

10. The instructor will prepare the exam, deliver it to Testing Services and mark the exam.
11. A change of grade form will be completed and submitted to the Chair for approval. The Chair will then submit the change of grade form to the Office of the Registrar. The Office of the Registrar will change the grade in the student's record.
12. Apprenticeship students have access to deferred College final examinations. However, if the apprentice cannot write the College deferred final examination prior to the scheduled GoA – Apprenticeship and Industry Training (AIT) Branch Exam sitting at the College, the apprentice is responsible to make their own arrangements with AIT to write the AIT Branch Exam at another time.

**Supplemental Final Exam:**

1. Application of the supplemental final exam portion of this policy must be consistent with the transfer guidelines of receiving collaborative institutions.
2. Instructors and Chairs will review all student grades. Instructors will notify students who are eligible for supplemental exams, however, it is ultimately the student's responsibility to be aware of this policy and act accordingly.
3. A student normally should discuss his/her request to write a supplemental final examination with the instructor of the course.
4. A student must complete a Special Examination Application Form for a supplemental final examination no later than 10 business days after final course grades are posted.
5. The student will submit the form to the instructor of the course. After completing the form, including grades, the instructor will forward it to the Chair. Upon completion, the student will submit the form together with the fee as indicated in the Credit Calendar to the Office of the Registrar. The fee is non-refundable, except with the denial of the request.
6. The Registrar will review the student's application and may grant or deny permission to write a supplemental final exam. The reason for a denial only, will be recorded on the application form.
7. If an application is denied, the Registrar will advise the student in writing of the reasons for denial.
8. If the application is approved, the student and instructor will be notified via email. The student must schedule the exam with Testing Services or with the Chair or Instructor
9. The supplemental final examination must be written within 10 business days of the approval unless otherwise indicated. Supplemental final examinations can be written in the same time period as deferred exams.
10. The instructor will prepare the exam, deliver it to Testing Services and mark the exam.
11. A change of grade form will be completed and submitted to the Chair for approval. The Chair will then submit the change of grade form to the Office of the Registrar. The Office of the Registrar will change the grade in the student's record.
12. Not more than one supplemental final exam will be allowed in any one course per term/intake. A student may be allowed to write a second supplemental final exam if the student repeats the course.
13. Maximum of two supplemental final exams will be allowed per academic year.
14. The supplemental exam mark will replace the initial final exam mark.
15. The maximum recordable grade as a result of a supplemental final exam would be a blended mark for the supplemental final exam and the course work as per the course outline.
16. Apprenticeship students have access to supplemental College final examinations. However, if the apprentice cannot write the College supplemental final examination prior to the scheduled GoA – Apprenticeship and Industry Training (AIT) Branch Exam sitting at the College, the apprentice is responsible to make their own arrangements with AIT to write the AIT Branch Exam at another time.

**Challenge Exam:** (Does not apply to apprenticeship students.)

1. Student makes an appointment with the appropriate Chair and discusses the intent and the reasons for writing a challenge exam.
2. The Special Examination Application Form, available on line, will be initiated by the student and provided to the Chair.
3. The Program Chair will arrange a meeting with the student, the course instructor(s) and the Registrar. The Keyano College Committee may grant or deny permission to write a challenge exam. The Registrar will make final decision if there is not consensus. The reasons for the denial will be recorded on the application and the Registrar will advise the student in writing the reason for the denial.
4. If the application is approved, the instructor suggests the date, time and place for the challenge exam. The instructor will inform the appropriate Chair of the date, time and place for the challenge exam.
5. The Chair will send the completed form to the Office of the Registrar and the Registrar will inform the student.
6. The student will pick up the approved application form from the Office of the Registrar and will pay a non-refundable fee of 50% for the course fee per challenge exam. This fee must be paid five business days prior to writing the challenge exam.
7. The challenge exam must be written within two weeks of the approval unless otherwise indicated.
8. The instructor will prepare, administer and mark the exam.
9. A change of grade form will be completed and submitted to the Chair for approval. The Chair will then submit the change of grade form to the Office of the Registrar. The Office of the Registrar will enter the grade in the student's record. The grade recorded for a successful examination is CR which is not calculated in the GPA of the student. A failing grade will be recorded as an F.
10. Does not apply to any course offerings at Keyano College that are subject to external accrediting agencies.
11. No student shall receive advanced credit or accumulate challenge exam credits in excess of 50% of total required for graduation in certificate and diploma programs, except in exceptional circumstances.
12. A student who failed a course at Keyano College will not be allowed to write a challenge exam for that course within two years of failing that course.
13. A re-write for a challenge exam will not be allowed.
14. All apprenticeship challenge exams are scheduled and administered through the provincial GoA - Apprenticeship and Industry Training offices.

**Appeal of Policy**

1. The student will inform the Registrar in writing that he/she wishes to appeal the decision.
2. The registrar will gather information and in consultation with the Vice President Academic, a ruling will be made.
3. If there is a further appeal, a committee, which will include the Registrar and Vice President Academic as well as any of the following as deemed appropriate:
  - a. President & CEO
  - b. Dean
  - c. Director
  - d. Chair
  - e. Instructors
  - f. Others who meet the conditions of this policy.

## Procedure Roles & Responsibilities

| STAKEHOLDER   | RESPONSIBILITIES  |
|---------------|---|
| Student       | <ul style="list-style-type: none"> <li>• Be aware of this policy and the deadlines indicated.</li> <li>• Be aware of examination information contained in the course outline.</li> <li>• Apply to write Special Examinations within identified timelines.</li> <li>• Provide documentation as required. Medical notes are provided to Office of the Registrar.</li> <li>• Pay application fee for supplemental final exam.</li> <li>• Complete challenge exam form and submit to the Chair.</li> <li>• Pay 50% of the course fee for challenge exam.</li> </ul> |
| Instructor    | <ul style="list-style-type: none"> <li>• Provide course outlines to all students.</li> <li>• Complete instructor portion of the form and forward to the Chair.</li> <li>• After approval, set time and date of exam with student.</li> <li>• If necessary, make arrangements with Testing Services.</li> <li>• Prepare, administer and mark exam.</li> <li>• Complete Change of Grade form.</li> <li>• Adhere to this policy. Exceptional examination decisions are made solely by the Office of the Registrar.</li> </ul>                                      |
| Chair         | <ul style="list-style-type: none"> <li>• Complete Chair portion of the forms and forward to the Office of the Registrar.</li> </ul>   |
| College Nurse | <ul style="list-style-type: none"> <li>• Verify medical documentation, if requested by Office of the Registrar.</li> <li>• Notify instructor, Chair and Registrar upon verification.</li> </ul>   |
| Registrar     | <ul style="list-style-type: none"> <li>• Provide accessibility to Special Examination Form.</li> <li>• Inform student, in writing, of denied application.</li> <li>• Record DE for deferred final exam until a final mark is available.</li> <li>• Record CR for successful challenge exam.</li> <li>• Determine exceptional examination eligibility.</li> <li>• Administer Collaborative Program MOUs.</li> </ul>  |