

# SUPPLEMENTAL EXAMINATION APPLICATION

## Eligibility

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, unless otherwise stated.
- 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, unless otherwise stated.
- d. A final exam graded zero because 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.

Application of the supplemental final exam portion of this policy must be consistent with the transfer guidelines of receiving collaborative institutions.

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.

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.

Maximum of two supplemental final exams will be allowed per academic year.

## Application Timeline

A student must complete a Supplemental Examination Application Form no later than 10 business days after final course grades are posted.

## Process

- The student will email the form to the instructor of the course.
- After completing the form, including grades, the instructor will email it to the Chair.
- After completing the form, the Chair will email it back to the student.
- Upon completion, the student will email the form (from their Keyanomail) together with the fee to Office of the Registrar ([Registrar@keyano.ca](mailto:Registrar@keyano.ca)). The fee is non-refundable, except with the denial of the request.
- The Office of 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.
- If an application is denied, the Office of the Registrar will advise the student via email of the reasons for denial.
- If the application is approved, the student, instructor and Testing Services will be notified via email. The student must schedule the exam with [Testing Services](#) or with the Chair or Instructor.
- The instructor will prepare the exam, deliver it to Testing Services and mark the exam.

## Exam Timeline

The supplemental final examination must be written within 10 business days of the approval unless otherwise indicated.

Supplemental final examinations can be written at the same time as deferred exams.

## After the Exam

- The instructor will complete a Grade Change/Grade Submission form and submit it to the Chair for approval.
  - The supplemental exam mark will replace the initial final exam mark.
  - The maximum recordable grade because of a supplemental final exam would be a blended mark for the supplemental final exam and the course work as per the course outline.
- The Chair will then submit the Grade Change/Grade Submission form to the Office of the Registrar.
- The Office of the Registrar will change the grade in the student's record.

**Please Note:** In the event of disagreement between this form and the policy, the policy is followed.

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.

# SUPPLEMENTAL EXAMINATION APPLICATION

Does not apply to non-credit students.

|                            |             |                   |            |              |
|----------------------------|-------------|-------------------|------------|--------------|
| <b>Student Information</b> |             | KEYANO STUDENT ID |            |              |
| LAST NAME                  |             | FIRST NAME        |            | PROGRAM NAME |
| ADDRESS                    |             | CITY              | PROVINCE   | POSTAL CODE  |
|                            |             |                   |            | PHONE #      |
| COURSE CODE & #            | COURSE NAME |                   | INSTRUCTOR |              |

|   |      |
|---|------|
| <b>Student Agreement</b> I agree and accept the date, time, and location of the examination (pending payment and Registrar's decision). |      |
| SIGNATURE   | DATE |

\*Signature is not required if submitting this form and supporting documentation via your Keyanomail account.

Supplemental Exam (\$54 for each exam written)

- Application for supplemental must be made no later than 10 business days after final course grades are posted.
- Supplemental exams must be written within 10 business days of approval unless otherwise indicated.
- Maximum of two supplemental final exams will be allowed per academic year

### Instructor's Recommendations

Recommended (fill out below)  Not Recommended (fill out below)

|                               |      |                  |  |                              |
|-------------------------------|------|------------------|--|------------------------------|
| REASONS                       |      |                  |  |                              |
| COURSE GRADE BEFORE THE FINAL |      | FINAL EXAM GRADE |  | FINAL GRADE AFTER FINAL EXAM |
| DATE                          | TIME | LOCATION         |  |                              |
| PRINT NAME                    |      | SIGNATURE        |  | DATE                         |

### Chair's Recommendations

Recommended (fill out below)  Not Recommended (fill out below)

|            |           |      |
|------------|-----------|------|
| REASONS    |           |      |
| PRINT NAME | SIGNATURE | DATE |

### Method of Payment \*Please note payment for exam must be made before the Office of the Registrar can process request. Budget Code: 4120000-41230

|  |                |                 |                                 |
|--|----------------|-----------------|---------------------------------|
| <input type="checkbox"/> Money Order<br><input type="checkbox"/> VISA<br><input type="checkbox"/> MasterCard<br><input type="checkbox"/> In Person | CREDIT CARD    | EXPIRATION DATE | CVV / CVC (3 OR 4-DIGIT NUMBER) |
|  | CARD ISSUED TO | SIGNATURE       |                                 |

Phoned In

### Office of the Registrar's Decision

|  |  |      |
|--|--|------|
| <input type="checkbox"/> Granted<br><input type="checkbox"/> Not Granted | STUDENT, INSTRUCTOR, & CHAIR NOTIFIED OF REGISTRAR'S DECISION VIA EMAIL<br><input type="checkbox"/> Yes <span style="margin-left: 100px;"><input type="checkbox"/> No</span> | DATE |
| REASONS  |  |      |
| SIGNATURE  |  | DATE |

**If approved, Instructor will release exam as per date and location outlined above.**

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