

## **1.0 POLICY STATEMENT**

- 1.1 MacEwan University (the “University”) upholds the highest academic standards while maintaining a supportive Student-centered environment. Assessments are critical elements of the University’s educational process, enabling the achievement of learning outcomes and ensuring academic rigor. It is critical that assessments be administered in ways that uphold the University’s standards for academic integrity, timeliness of evaluation and fairness. The University is committed to accommodating special requirements for assessments as required by Human Rights. In addition, the University is cognizant that, owing to Exceptional Circumstances, Students will sometimes require deferral of assessments, which must be approved by the appropriate University offices.

## **2.0 PURPOSE**

- 2.1 The purpose of the policy is to provide clarity to stakeholders about the administration of assessments as part of the academic mission at the University.

## **3.0 APPLICABILITY**

- 3.1 This policy applies to all assessments administered in any credit course in a Ministry-approved program at the University.

## **4.0 DEFINITIONS**

### **Academic Integrity**

A “commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action.”<sup>1</sup>

### **Assessment**

Assessments outlined in the course syllabus for credit courses that include, but are not limited to, written, practical, and oral examinations (including take-home examinations), final projects (including portfolios), theses, presentations, practicum/workplace learning requirements, and performances.

### **Examination**

Any examination that requires exam supervision or proctoring.

### **Deferred Examination**

A Deferred Examination refers to any proctored examination not completed on the date and time as posted by the Instructor/Course Outline or by the Office of the University Registrar.

### **Deferred Examination Administration Fee**

A fee charged by the Exam Services Centre for the administration of Deferred Examinations.

### **Final Examination**

Examinations scheduled at the end of term per the final examination schedule as created by the Office of the University Registrar in alignment with the academic schedule.

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<sup>1</sup> International Center for Academic Integrity (2014). <http://www.academicintegrity.org/icai/resources-2.php>

**Exceptional Circumstance**

Compelling and legitimate circumstances such as illness or approved University travel that prevents Students from completing Examinations as scheduled.

**Student**

Any Student registered in a credit course in a Ministry-approved program at MacEwan University.

**Supporting Documentation**

Documented proof regarding the reason for submitting a Deferred Examination Request. In some instances, like that of minor illness, completing the declaration statement section of the online Deferred Examination Request form can be done in lieu of documentation.

**Working Day**

Any day that is not a Saturday, Sunday, a holiday as defined in the Interpretation Act, or a day where the University is closed for business.

**5.0 POLICY ELEMENTS**

**5.1 Final Assessments and Examinations**

- 5.1.1 Final Examinations are scheduled to minimize conflicts for students.
- 5.1.2 Normally, all Final Assessments and Final Examinations must be administered no later than the last day of the term as published in the academic schedule, with the exception of approved deferred examinations.
- 5.1.3 Final Examinations must be conducted during the scheduled examination period, with the exception of Continuing Education courses, Deferred Examinations, or other Final Assessment activities ancillary to the course (labs, placements, etc.), may be conducted immediately prior to the final examination period.
- 5.1.4 The dates and times for Final Assessments shall be published no later than halfway through the term in which the Final Assessment is scheduled. Notification can occur through course syllabi, the Digital Learning Environment, or other electronic or written means.
- 5.1.5 All Students must be available for Final Assessments and Final Examinations for the courses in which they are registered. Students are responsible for familiarizing themselves with Final Assessment and Final Examination requirements and guidelines for conduct during Final Assessments and Final Examinations. Students are responsible for accessing published information about dates, times, duration, and locations.
  - 5.1.5.1 Students are not expected to complete more than two Final Assessments and/or Final Examinations on any given day except in the cases of take-home examinations.
  - 5.1.5.2 Students who identify a conflict per clause 5.1.5.1 should bring the matter without delay to the attention of the Dean's Office in the School or Faculty in which they are registered.

- 5.1.5.3 Final Examinations not returned to students shall be retained for a minimum of twelve (12) months as per the Management of Student Records and Information Policy.

## 5.2 Deferred Examinations

- 5.2.1 A Deferred Examination refers to any proctored examination not completed on the date and time as posted by the Instructor/Course Outline or by the Office of the University Registrar. Deferred Examinations are only offered to Students who have reasons deemed to meet Exceptional Circumstances and formally approved by the Exam Services Centre. Personal vacations are not a sufficient reason.
- 5.2.2 Only compelling Exceptional Circumstances including, but not limited to, serious illness, hospitalization, domestic affliction or religious observance will be considered valid reasons for Students to receive approval for Deferred Examinations. Upon the authorization of the Manager of Student Life, Students who are receiving support under the Sexual Violence Policy and/or Student of Concern process shall be considered to have Exceptional Circumstances.
- 5.2.3 Application for a deferred examination must be made using an Examination Request form no later than 2 working days after the missed examination (see Student Deferrals Procedure).
- 5.2.4 Approval for a Deferred Examination rests with the Exam Services Centre. In the case of a missed Examination, other than a Final Exam, the Exam Services Centre will reach out to the Instructor to verify that the Examination is in fact deferrable, as per Program, Department, School or Faculty parameters, and requires Exam Services Centre support.
- 5.2.5 If the Deferred application is approved, the Student, the Instructor and the Department Chair will be notified via e-mail with the new writing date and time.
- 5.2.6 If approved for a final examination, a grade of DEF will be temporarily noted on the Student's record and will be replaced with a final grade in the normal manner as per the Grading policy.
- 5.2.7 Deferred Examinations will normally be written within fourteen (14) Working Days, or as soon as possible, from the date of the originally scheduled examination and shall be designed to replace the missed examination in weight and scope.
- 5.2.8 Students must pay the Deffered Examination Administration Fee. These fees will be added to the Student's financial account by Exam Services.

The deferred Examination Administration Fee will be waived in the following circumstances:

- 5.2.8.1 A scheduling conflict created by the Office of the University Registrar;
- 5.2.8.2 A Student with more than two protored Assessments or Final Examinations in a 24-hour period as per article 5.1.5.1.  
Examples of three exams in a row (24-hour period) would be:
- 9:00 AM, 1:00 PM, and 6:00 PM (all in the same day)

- Or 1:00 PM, 6:00 PM, and 9:00 AM (the next day)
- Or 6:00 PM, 9:00 AM (the following day), and then 1:00 PM

The middle exam will be the exam that is deferred in the cases of three exams in a row as list above; or

5.2.8.3 Students who are representing the University at sanctioned events (e.g., MacEwan Griffin Athletic events, business case competitions, Model UN Club); or,

5.2.8.4 Students who are receiving support from Student Affairs under the Sexual Violence Policy and/or Student of Concern process.

5.2.9 In the event that a Deferred Examination Request is denied as it does not meet the Exceptional Circumstances criteria, the Student and the Instructor will be notified via email.

5.2.10 The Student may elect to appeal a denied Deferred Examination Request to the Dean of the Faculty/School in which the course is offered. The decisions of the Dean or designate is final.

5.2.11 Chronic repeat Deferred Examination requests may not be approved.

### 5.3 **Invigilation of Examinations**

5.3.1 Normally, instructors are responsible for invigilation of all Examinations in their courses. When instructors are not available to invigilate Examinations, it is their responsibility to arrange for appropriate invigilation through their departments, Faculties or Schools.

### 5.4 **Disruption of Final Assessments**

5.4.1 In the event of an emergency that occurs immediately prior to or during a final examination, the invigilator is responsible for initiating the Disrupted Final Assessment Procedures.

### 5.5 **Academic Integrity**

5.5.1 The University will ensure that all Assessment events uphold standards of academic integrity. The University is committed to promoting and upholding an environment of Academic Integrity through education, compliance with standards, and prevention of violation of those.

5.5.2 Instructing faculty members are responsible for:

5.5.2.1 Making clear and explicit Academic Integrity expectations regarding Assessments to Students in assignment and exam expectations;

5.5.2.2 Reducing the occurrence of academic integrity violations through appropriate design, invigilation, and administration of assignments and exams; and,

5.5.2.3 Responding to suspected academic misconduct in accordance with the Student Academic Integrity Policy and related procedures.

### 5.6 **Accommodations for Students with Disabilities**

- 5.6.1 Students requiring disability accommodations for Assessments should contact the Access and Disability Resources Office (ADR).

## **6.0 ASSOCIATED PROCEDURES**

- Disrupted Final Assessment Procedure
- Student Deferrals Procedure
- Deferred Examination Request Procedure and Form

## **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Academic Integrity Policy
- Grading Policy
- Academic Schedule
- Scheduling Policy
- Management of Student Records and Information Policy
- Students with Disabilities Policy

## **8.0 ACCOUNTABILITY**

### **Policy Sponsor**

Provost & Vice-President, Academic

### **Responsible Office**

Office of the University Registrar

**9.0 HISTORY****Relevant Dates**

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|--------------|-----------------|
| Approved:    | <b>21.05.03</b> |
| Effective:   | <b>21.05.03</b> |
| Next Review: | <b>26.05</b>    |

**Modification History**

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| <b>90.06.21:</b>   | Approved, in accordance with Academic Council recommendation, by Board motion 14-15-89/90 for a one-year period.   |
| <b>91.05.16</b>    | Approved, in accordance with Academic Council recommendation, the extension of the policy for one additional year (1991-92) - Board motion 12-11-90/91.  |
| <b>97.10.23</b>    | Revised and approved by Board motion 7-10-23-97/98 as recommended by Academic Council motion 97-10-07-07.  |
| <b>2003.02.01:</b> | Format updated.  |
| <b>2004.06.17:</b> | Revised (including name change) and approved by Board motion 01.6.17-2003/04 as recommended by Academic Council motion 04-05-11-08.  |
| <b>2009.10.03:</b> | Amended as recommended by Academic Policies Committee, and approved by Academic Governance Council 10/03/09, motion 09-03-10-2009.   |
| <b>2009.10.08:</b> | Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.  |
| <b>2014.09.23:</b> | Policy was reviewed by Academic Policies Committee and no changes were made. Presented to Academic Governance Council as information item 7.2.5.   |
| <b>2014.10.28:</b> | Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.   |
| <b>2014.12.22:</b> | Updated to reflect current policy names and numbers, references to retired policies and Related Policy listings.   |
| <b>2015.01.13:</b> | Appendix 1 updated by the Office of the University Registrar.  |
| <b>2021.05.03:</b> | Revised to expand scope beyond final examinations to include other types of assessment for which deferrals may be requested and includes a policy name change (formerly Final Assessment Policy). Approved by General Faculties Council Motion #GFC-02-03-05-2021. |