

Definitions of Types of Examinations

Policy Category:	Examinations
Subject:	Definitions of Types of Examinations
Subsections:	Definition of Final Examination ; Special Examinations ; Supplemental Examinations ; Aegrotat Standing ; Examination Reports
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Related Procedures:	*
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DEFINITION OF FINAL EXAMINATION

The University defines a Final Examination as a test scheduled within an official examination period which serves as the final evaluation of student performance in a course.

SPECIAL EXAMINATIONS

A Special Examination is any examination other than the regular or Supplemental Examinations, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents.

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To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examinations dates as outlined below:

<u>Fall-Winter Session</u>	
First Term Half Course	On or after the 1 st Thursday in January following the beginning of classes
Second Term Half Course	On or after the 5 th business day in May following the April exam period
Full year course	On or after the 5 th business day in May following the April exam period
<u>Summer Session</u>	
Intersession	No more than 30 days after the exam period
Summer Day	No more than 30 days after the exam period
Summer Evening	No more than 30 days after the exam period
Distance Studies	No more than 30 days after the exam period
*Exceptions to the above listed scheduling	
<ul style="list-style-type: none"> • Affiliated University College courses 	<ul style="list-style-type: none"> • Faculty of Engineering
<ul style="list-style-type: none"> • Richard Ivey School of Business 	

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Under unusual circumstances, an alternate date for a Special Examination may be approved by the Dean of the student's Faculty of registration in consultation with the Instructor and Chair of the Department offering the course. This date will be communicated to the Office of the Registrar.

Special Examinations must be written at the University or recognized exam center or an Affiliated University College, and supersede any lectures, tutorials, laboratories, etc., in which the student is registered. Note that students are responsible for any coursework, etc., missed while writing the Special Examination.

A student can be required to write up to two Special Examinations in a single day. Any outstanding Special Examinations will be deferred to the scheduled date of the final examination the next time the course is offered, and the maximum course load for that term reduced by the credit of the course(s) for which the final examination has been deferred.

If a student fails to write a scheduled Special Examination (as outlined on the dates above OR as approved under exceptional circumstances), permission to write another Special Examination will be granted only with the permission of the Dean in exceptional circumstances and with appropriate supporting documents. In such a case, the date of this Special Examination normally will be the scheduled date for the final exam the next time the course is offered and the maximum course load for that term reduced by the credit of the course(s) for which the final examination has been deferred. If permission for such a further deferral or other accommodation is not granted, a course grade based on an examination mark of zero (0) will be entered.

When approved under exceptional circumstances, a handling fee will be charged for examinations to be written at any location other than the University, a recognized exam center or an Affiliated University College. Fees are due and payable to the Office of the Registrar within two weeks of the approval of the Special Examination. The handling fee will cover only the administration cost of the examination. Any additional cost associated with hiring a proctor, room rental, etc., is the sole responsibility of the student. The student's Dean will ensure that candidates are aware of these regulations.

When a grade of Special (SPC) or Incomplete (INC) appears on a student's record, the notations will be removed and replaced by a substantive grade as soon as the grade is available.

SUPPLEMENTAL EXAMINATIONS

The privilege of a Supplemental Examination is offered ONLY to undergraduate students registered in courses offered by the Faculties of Education, Engineering, Law and Medicine & Dentistry. The privilege of one supplemental examination is also offered to students in the preliminary year at Western University. Eligibility for a Supplemental Examination will be made in accordance with policies established by the appropriate faculty.

A student will receive either a "pass" or "failed" grade for a course after a Supplemental Examination. A "pass" will give the student credit for the course but will not change the student's sessional average for the year, i.e., although the course grade will be "pass", the average for the year will be calculated using the original mark if that was a passing grade. A failing grade will not be included and the average will be calculated on the remaining courses.

However, a student passing a Supplemental Examination will receive a mark of 50% to be used in the following cases:

- a) for a graduating average, e.g., if an overall average such as 60% is required by the program on all courses
- b) for area of concentration averages, e.g., if an overall average such as 60% is required by the program on all senior courses for an area of concentration
- c) for scholarship/award/prize calculations.

Fees, as approved by the Board of Governors, are due and payable within two weeks of the approval of the Supplemental Examination. The student's Dean will ensure that candidates are aware of this requirement.

AEGROTAT STANDING

Aegrotat Standing shall be defined as granting of credit for a course requiring a final examination. The credit shall be a mark/grade based on evaluation of achievement in the term work of the course. Aegrotat Standing may be granted only for a student who a) has been unable to take the required final examination for medical or compassionate reasons and b) is not able to take a make-up examination within 6 months of the original date of that exam.

A request for Aegrotat Standing must be submitted to the Dean of the Faculty/School of registration, normally before the end of the regular examination period. The application must be accompanied by documents supporting the reason for the request. The Dean may grant Aegrotat Standing on the recommendation of the Instructor or Department concerned. It shall be denied if, in the opinion of the Dean and the Instructor or Department concerned, there is insufficient evidence on

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which to base a mark/grade. In any case, Aegrotat Standing will not be granted if the student has completed less than 60% of the course requirements. The Dean shall inform the student and the Registrar, in writing, of the decision as soon as possible.

If Aegrotat Standing is awarded, the student's record shall show the mark/grade assigned only.

EXAMINATION REPORTS

The Secretary of Senate was instructed, on behalf of Senate, to authorize the Registrar to issue to registered students examination marks or grades submitted to them by instructors and/or departments.