

Posting of Preliminary and Final Examination Timetables

Policy Category:	Examinations
Subject:	Posting of Preliminary and Final Examination Timetables
Subsections:	Posting of Preliminary Examination Timetable; Posting of Final Examination Timetable
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedures:	*
Related Policies:	Examination Conflicts
Effective Date:	October 2013
Supersedes:	*

POSTING OF PRELIMINARY EXAMINATION TIMETABLE

The preliminary mid-year examination timetable will be posted and distributed by the Office of the Registrar on or before the Monday of the sixth teaching week of the first academic term. Any request for revisions to the preliminary mid-year examination timetable must be approved by the Dean of the appropriate Faculty (or Affiliate Registrar where applicable) and submitted to the Office of the Registrar on or before the Monday of the seventh teaching week of the first academic term. These requests will be honored by the Office of the Registrar where possible, given the limited number of constraints which can be accommodated.

The preliminary Spring examination timetable will be posted and distributed by the Office of the Registrar on or before the Monday of the sixth teaching week of the second academic term. Any request for revisions to the preliminary Spring examination timetable must be approved by the Dean of the appropriate Faculty (or Affiliated University College Registrar where applicable) and submitted to the Office of the Registrar on or before the Monday of the seventh teaching week of the

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second academic term. These requests will be honoured by the Office of the Registrar where possible, given the limited number of constraints which can be accommodated.

The Office of the Registrar will notify Department Chairs of the preliminary examination timetable for Intersession, Summer Evening and Summer Day sessions at the time a request for courses to be scheduled is made.

Revisions submitted after the aforementioned deadline shall be permitted only with the approval of the Dean. When such approval is granted, the Department shall assume total responsibility for the administration of the examination and communication of revisions to the students.

POSTING OF FINAL EXAMINATION TIMETABLE

The final mid-year examination timetable will be posted and distributed by the Office of the Registrar on or before the Monday of the tenth teaching week of the first academic term.

The final Spring examination timetable will be posted and distributed by the Office of the Registrar on or before the Monday of the tenth teaching week of the second academic term.

The final examination timetables for Intersession, Summer Evening, Summer Day and Distance Studies sessions will be posted by the Office of the Registrar no later than ten days before the end of each academic session.

It is the responsibility of the student to:

- a) check both the preliminary and final postings of the examination timetables for the courses in which they are registered;
- b) ensure that examination conflicts are not created through the addition of the second term courses.

Resolution of examination conflicts (resulting from course additions) must be approved by the Dean of the student's Faculty.