

Scheduling of Examinations and Responsibility for Printing

Policy Category:	Examinations
Subject:	Scheduling of Examinations and Responsibility for Printing
Subsections:	Scheduling of Examinations; Scheduling Assignments; Scheduling Tests; Scheduling Tests/Examinations for HBA and MBA Programs; Scheduling Tests/Examinations for Intersession, Summer Evening and Summer Day and Distance Studies; Printing of Examinations
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SCHEDULING OF EXAMINATIONS

Department Chairs (or Deans of Faculties, or Affiliated Registrars where applicable) shall submit to the Office of the Registrar by the first day of classes each year a final and complete request of the courses to be scheduled into the Mid-Year and Spring examination periods (i.e., course, exam length, type of exam, supplies, separate or common).

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Requests for special scheduling (e.g., spacing of examinations, specific examination periods, special seating arrangements or room requests, optional examinations, evening requests) must be submitted to and approved by the Dean of the Faculty (or Affiliate Registrar where appropriate) and submitted to the Office of the Registrar by the aforementioned deadline. These requests will be honoured by the Office of the Registrar where possible given the limited number of constraints which can be accommodated. During all examination periods the Registrar is given authority to schedule three examinations per day.

The scheduling of "take-home" examinations must be approved by the Dean of the Faculty. Papers must be submitted to the instructors by the tenth examination day of the examination period. In the case of Spring/Summer Session examinations, papers must be submitted to the instructors on the examination date established by the Registrar.

Examinations will be of two, three or four-hour duration. Requests for permission to schedule an examination of a different duration shall be directed to the Dean of the Faculty. The Dean shall seek the advice of the Registrar before approving such requests.

Final examinations in one-term courses and full-year courses may not be scheduled during the last 3 weeks of classes in any term (15 days, excluding Saturdays and Sundays).

SCHEDULING ASSIGNMENTS

For professional Faculties with sessional dates differing from the standard University term, the following regulations may not apply.

The policy of the University shall be that Departments (or Faculties) be required to ensure that for courses offered under this jurisdiction:

1. No new (i.e., previously unannounced) assignments are introduced in the last six weeks.
2. Notice of the dates and nature of assignments be given to students before the final six weeks of a course.

The intent of this rule is to permit students to set their work schedule.

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SCHEDULING TESTS

1. Tests for full-year courses may not be scheduled during the last week of classes in the Fall (September to December) term (5 days, excluding Saturdays and Sundays) or during the last 3 weeks of classes in the Winter (January to April) term (15 days, excluding Saturdays and Sundays).
An exception is made for practical laboratory or performance tests since they are understood to be tests which by their nature require the scheduling of specialized space or facilities, and which typically do not involve the same kind of preparation on the part of the student as do written or oral tests. Professional Schools with special practicum or curricular requirements also are exempt from this condition.
2. Tests for one-term courses may not be scheduled during the last 3 weeks of classes in the term.
3. The Department/Faculty shall ensure that all conflicts with previously scheduled classes or tests are resolved, either by rescheduling the tests, or by offering an equivalent test at another time for those students who have declared a conflict prior to the test in accordance with policy as set by the Department.
4. All tests normally will be held during regularly scheduled class hours. If, for sound academic or administrative reasons, out-of-class tests must be scheduled, such tests may be held on any day, subject to conditions 1-2 above. Reasonable notice of out-of-class tests must be given in order to allow students to resolve conflicts with other academic duties or University-sanctioned extracurricular activities.
Out-of-class tests may be scheduled on Fridays between 7:00 p.m. and 10:00 p.m., Saturdays between 9:00 a.m. and 10:00 p.m. and Sundays between 10:00 a.m. and 10:00 p.m.
5. In cases where a ruling regarding what constitutes a test or assignment is required, the instructor and/or student may consult the appropriate Dean.

SCHEDULING TESTS/EXAMINATIONS FOR HBA AND MBA PROGRAMS

1. Tests in one-term courses may not be scheduled during the last three weeks in the term.
2. Tests for full-year courses may not be scheduled in the last week of classes in the Fall and during the last three weeks in the Winter term.
3. Final examinations in one-term and full-year courses may not be scheduled during the last three weeks in either term.

SCHEDULING TESTS/EXAMINATIONS FOR INTERSESSION, SUMMER EVENING AND SUMMER DAY AND DISTANCE STUDIES

Four weeks prior to the beginning of the examination periods for Intercession, Summer Evening, Summer Day, the Dean of the Faculty in which courses are being offered will submit to the Office of the Registrar a final and complete list of the courses for which examinations are to be scheduled.

The Dean's Office of the Faculty must also advise the Office of the Registrar by the Monday of the seventh teaching week of the first term of Distance Studies examinations which require room assignment by the Office of the Registrar for inclusion in the mid-year examination timetable; and by the Monday of the third teaching week of the second term for inclusion of such courses in the Spring examination timetable. All such examination papers must be delivered to the Office of the Registrar twenty-one days prior to the examination date.

Tests for Intercession or Summer Day may not be scheduled during the last third of the course, i.e., in a 6-week full course, during the last two weeks of classes (10 days, excluding Saturdays and Sundays) or in a 3-week half course, during the last week of classes (5 days, excluding Saturdays and Sundays).

Tests for one-term Summer Evening or Distance Education courses may not be scheduled during the last 3 weeks of classes in the term (15 days, excluding Saturdays and Sundays).

PRINTING OF EXAMINATIONS

Chairs of Departments (or Deans of Faculties where applicable) are required to ensure that examination papers to be printed for mid-year and Spring examination periods are submitted to the Registrar on or before the due dates given below:

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MID-YEAR EXAMINATION – DATE DUE:

Examinations scheduled in the first week: Due Thursday of the tenth teaching week of the first term

Examinations scheduled in the second week: Due Thursday of the eleventh teaching week of the first term

SPRING EXAMINATIONS – DATE DUE:

Examinations scheduled in the first week: Due Thursday of the ninth teaching week of the second term

Examinations scheduled in the second week: Due Thursday of the tenth teaching week of the second term

Examinations scheduled in the third week: Due Thursday of the eleventh teaching week of second term

If a Department prefers to print its own examination papers, the Chair of the Department shall be required to ensure that they are delivered to the Registrar at least seven days prior to the scheduled examination.

When examinations are printed by Departments, an extra 10% over and above those required for students must be submitted to the Registrar's Office by the Department concerned.

The Registrar shall be responsible for delivery of all examination papers received by the aforementioned deadlines to all examination areas assigned by the Registrar.

The Registrar shall notify the appropriate Deans of outstanding examinations. The Chair of the Department shall then be responsible for the delivery of the correct number of examination papers (i.e., 10% over and above the number of students) to the examination room thirty minutes prior to the scheduled examination time.

In the case where an Affiliate examination and a constituent examination are to be written in common, the Registrar will provide the Affiliate Registrar with the printed examination papers seven days prior to the examination date. If the Affiliate Registrar requires any common examination paper prior to seven days before the examination date, the Affiliate Registrar may request that the constituent Registrar provide a single copy of the examination paper on the Monday of the tenth teaching week. The Affiliate Registrar shall then be responsible for the security and printing of sufficient numbers of papers for the Affiliate section.

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Intersession, Summer Night and Summer Day examination papers to be printed by the Registrar are to be submitted by the Department to the Office of the Registrar no later than seven days before the first examination period of each session.