

Final Examination Policy			
Effective Date	March 2, 2023	Policy Type	Academic
Responsibility	Provost and Vice President Academic	Cross-Reference	Grading Policy, Students Rights and Responsibilities Policy
Approver	Board of Governors	Appendices	Appendix 1 – Procedure for Examination Requests Appendix 2 – Final Examination Procedures Appendix 3 – Deferred Examinations Appendix 4– Deferred Final Examination Request Appendix 5 – Repeat Final Examinations Appendix 6– Application for Repeat Final Examination Appendix 7 – Final Examination Sign-in Form
Review Schedule	5 years		

1. Policy Statement

- 1.1. Northwestern Polytechnic (NWP) recognizes that final examinations are used in many courses as a key assessment of student learning. The Final Examination Policy provides guidelines for final course assessments, adequate notice of scheduled examination, and sufficient preparation time for students.

2. Background

- 2.1. Final Examinations are a key component in the assessment of students and are used as a measure of academic success and preparedness for continuing study in accordance with transfer agreements.
- 2.2. Final Examinations include, but are not limited to, written, practical, and oral (including take-home examinations), final projects (including portfolios), theses, presentations, practicum/workplace learning requirements, and performances.
- 2.3. Final Examinations are those examinations that are scheduled per the Final Examination schedule for each academic term, in alignment with the Academic Schedule, excepting those programs that are offered outside of the standard Academic Schedule.
- 2.4. Students are provided with preparation time (1 day) between the last day of classes and the first day of final examinations.
- 2.5. Final Examinations are normally written during a scheduled examination period that follows the last day of classes in a Term.

- 2.6. For some Credit Courses, the Final Examination is written on the final day of the course as indicated in the Course Outline.
 - 2.7. The Course Outline indicates whether a Final Examination is required. To this end, a period is set out in the Academic Schedule for examinations, which is used unless an exemption is granted for the course.
 - 2.8. Instructors determine course requirements, evaluation procedures, and the frequency of evaluation in accordance with transfer agreements (where applicable) and ensure that these components are approved by the Department.
 - 2.9. Final Examinations are scheduled to produce a conflict-free schedule for credit students, without putting undue hardship upon a student.
3. Policy Objective
 - 3.1. The objective of the policy is to provide a framework for the scheduling of Final Examinations, fulfilling the need to formalize a period during each Term in which Final Examinations can be completed.
4. Scope
 - 4.1. This policy applies to all NWP credit students.
5. Definitions
 - 5.1. "Academic Schedule" is a schedule of events and deadlines important to students, covering the period of the Polytechnic's academic year.
 - 5.2. "Academic Year" is September 1 to August 31
 - 5.3. "Course Outline" is a formal document that provides key details about an academic course, including, but not limited to, course content, learning outcomes, and grading for the purpose of providing course expectations to students, instructors, and other academic institutions. When course requirements include final examinations as defined in this policy, Course Outlines will inform students of this detail.
 - 5.4. "Credit Course" is a course that carries credit toward a certificate, diploma, degree, or program of study.
 - 5.5. "Final Examination(s)" are end-of-term testing scheduled during the Examination Period. Final Examinations may include mid-term testing in full-year courses.
 - 5.6. "Examination Period" refers to the days set out in the Academic Schedule for examinations. The Examination Period is scheduled after classes are completed. No required class activities may be scheduled during the Examination Period.
 - 5.7. "Semester" or "Term," also known as an academic session, is a period of time into which NWP's Academic Schedule is divided.
 - 5.7.1. "Fall Semester" is the academic period between September and December, normally beginning in September.

- 5.7.2. "Winter Semester" is the academic period between January and April, normally beginning in January.
- 5.7.3. "Spring Semester" is the academic period between May and August, normally beginning in May.

6. Guiding Principles

6.1. All Final Examinations will be held during the Examination Period according to the examination schedule that is prepared by the Registrar's Office using the information supplied by each Department.

6.2. Examination Schedule

6.2.1. The Registrar's Office is responsible for scheduling Final Examinations during the established Examination Period.

6.2.2. The Registrar's Office will prepare a Final Examination schedule that minimizes the number of students writing back-to-back Final Examinations and eliminates concurrent scheduling conflicts.

6.2.2.1. If a Final Examination is scheduled to end after 9:00 p.m., it will not be followed by a Final Examination beginning before 10:00 a.m. the next day.

6.2.3. A Final Examination for an evening credit course will normally be scheduled by the Registrar's Office during the Final Examination period on the same night.

6.2.4. Final examinations shall be scheduled so that NWP makes efficient use of the time and resources available for Final Examination scheduling.

6.2.5. In extenuating circumstances, special examination scheduling requests require final approval from the Registrar.

6.2.5.1. Date changes for scheduled Final Examinations will not be accommodated unless requested by the Chair to the Registrar in writing. The Registrar will make the final decision on the request.

6.2.6. Refer to Appendix 2 for Final Examination Procedures, Appendix 3 for Deferred Examinations, and Appendix 4 for Repeat Final Examinations.

6.3. Examination Exemptions

6.3.1. All courses are assumed to have a Final Examination, held during the Examination Period, unless a Final Examination exemption has been approved by the Dean.

6.3.2. In exempting a course from having a Final Examination, the Dean will ensure that:

6.3.2.1. The course timeline uses the full academic term to maximize instructional advantage.

6.3.2.2. The course timeline does not create an undue hardship for students in the last week of classes in each semester. Written or oral testing worth twenty percent (20%) or more shall not be given in the last week of classes.

6.4. Debarred from Examinations

6.4.1. A student may be debarred from an examination when specific requirements are identified in the Course Outline and when the student’s performance does not meet the specified requirements.

6.4.2. Students debarred from an examination on the basis of attendance will be given a grade of Fail (F) for the Final Examination.

6.5. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"> Approve and formally support this policy.
Academic Council	<ul style="list-style-type: none"> Recommend and formally support this policy.
Vice President, Academics and Research	<ul style="list-style-type: none"> Review and support this policy. Oversee implementation of policy and associated procedure.
Registrar	<ul style="list-style-type: none"> Implement this policy. Ensure procedures are followed.
Deans and Department Chairs	<ul style="list-style-type: none"> Make recommendations for amendments, as required. Work consistently with the policy.
Scheduling and Bookings Coordinator	<ul style="list-style-type: none"> Create and publish the final examination schedule.
Faculty, Staff, and Students	<ul style="list-style-type: none"> Adhere to policy.

7. Exceptions to the Policy

7.1. Instructors, in consultation with Department Chairs, do reserve the right to offer repeat Final Examination opportunities exceptional to this policy.

7.2. All other student exception requests can be directed to the Registrar.

7.3. All other faculty exception requests can be directed to the applicable Dean.

8. Inquiries

- 8.1. Inquiries regarding this policy can be directed to the Registrar.
9. Amendments (Revision History)
 - 9.1. Amendments to this policy may be published annually and circulated to the College community.
 - Updated and Approved by Academic Council: May 15, 2002
 - Revised and Approved by Academic Council: January 8, 2004
 - Revised and Approved by Academic Council: November 16, 2006
 - Revised and Approved by Academic Council: December 13, 2012
 - Revised and Approved by Academic Council: May 9, 2013
 - Revised and Approved by Academic Council: January 1, 2014
 - Revised and Approved by Academic Council: February 9, 2023
 - Approved by Board of Governors, March 2, 2023

Appendix 1 – Procedure for Examination Requests

1. The Registrar's Office schedules Final Examinations using information supplied by each Department. Department Chairs must return the completed form to the Registrar's Office no later than September 15 for the Fall semester, January 15 for the Winter Semester, and May 15 for the Spring Semester. The form must include the following information:
 - 1.1. List of Courses: Includes only courses that will have a Final Examination scheduled by the Registrar's Office during the Final Examination period.
 - 1.2. Instructor Name: The name of the primary instructor for the course.
 - 1.3. Place of Writing: Examinations with specific space requirements, such as a computer lab, gymnasium or classroom, must request the place of writing. Otherwise, the Registrar's Office will assign an appropriate place of writing for each examination.
 - 1.4. Examination common to two or more sections: If the same examination is to be given in different sections of the same course, such examinations must be scheduled at the same time unless the Department requests an exception.
 - 1.5. Examination common to two courses: If the same examination is to be given in courses that are designated by different course names or course numbers but are scheduled together during the semester, such courses should be listed together on the form.
 - 1.6. Signatures: The completed form must be signed by both the Department Chair and Dean and returned to the Registrar's Office.
2. Take-home examinations, oral examinations, and term projects are scheduled by the Registrar's Office. These examinations must meet the requirements outlined in 6.3.2.2. The Registrar's Office will publish the Final Examination schedule for the Fall Semester Examination Period by October 1, for the Winter Semester Examination Period by February 1, and for the Spring Semester Examination Period by June 1.

Appendix 2 – Final Examination Procedures

1. Students are required to sign in for all Final Examinations and may be required to present their student identification card. Refer to Appendix 7: Final Examination Sign-in Form.
2. The Final Examination schedule will provide three-hour periods in which Final Examinations are to be written; however, the actual length of the Final Examination is determined by the instructor. Final Examination test papers will specify the time allotted for the Final Examination.
3. For Final Examinations with an official length of less than three hours, the time allotted will be communicated on the Course Outline.
4. Final Examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for a Final Examination. Normally, students will not be permitted to leave within the first half-hour of the Final Examination.
5. Absolutely no Final Examination materials may be removed from the examination room. All papers, answer forms, and examination question sheets must be returned to the instructor.
6. Students who leave the Final Examination for any reason unacceptable to the instructor must hand in all examination materials and it will be assumed that the Final Examination has been completed.
7. Instructors are expected to take reasonable precautions to prevent cheating and disruptions during Final Examinations.
8. Use of electronic recording or transmitting devices as well as smart devices (e.g., cell phones, smartwatches, and calculators) will normally be disallowed during a Final Examination unless specific permission from the instructor has been granted.
9. Instructors are responsible for invigilating their own Final Examinations. If this is not possible, the instructor shall select another instructor or approved proctor to invigilate the Final Examination and shall advise the Chair of the replacement.
10. All grades must be submitted electronically to the Registrar's Office within five (5) business days of the Final Examination or by noon of the first Business Day of the subsequent Semester, whichever is earlier.

Appendix 3 – Deferred Examinations

1. Deferred Examinations

- 1.1. A student can apply (Appendix 4) to the Registrar's Office for a Deferred Final Examinations when a Final Examination has been missed or interrupted during writing because of:
 - 1.1.1. Bereavement
 - 1.1.2. Personal illness or injury
 - 1.1.3. Religious Observance/Conviction
 - 1.1.4. Domestic affliction
 - 1.1.5. Final Examinations scheduled concurrently
 - 1.1.6. Other (for example civil obligations such as jury duty)
 - 1.1.7. In cases of illness (physical, mental or emotional), medical or other relevant documentation may be required.
- 1.2. To be considered for a deferred Final Examination, students must apply for a Deferred Final Examination to the Registrar's Office within forty-eight (48) hours (before or after) of the scheduled Final Examination time of any missed or interrupted Final Examination.
- 1.3. A deferral will not be granted for an interrupted Final Examination if the instructor was not notified during the Final Examination of the need for an interruption.
- 1.4. The deadline to clear grades for all deferred exams is outlined in the Grading Policy.
- 1.5. Students who complete a deferred Final Examination will have their transcripts updated with the grade symbol "M."
- 1.6. Students who fail to report for a scheduled Final Examination and who do not qualify for deferred Final Examination will receive a grade of Fail (F) for the missed Final Examination.

Appendix 4 – Deferred Final Examination Request

DEFERRED FINAL EXAMINATION REQUEST

To be considered for a deferred Final Examination, students must apply to the Registrar's Office within **forty-eight (48) hours (before or after)** of the schedule Final Examination time of any missed or interrupted Final Examination. For more information on Deferred Final Examinations, see the Final Examination Policy. The Registrar's Office will notify the student of their decision within 24 hours of receipt.

Please note that deferred examinations may be granted when an examination has been missed or interrupted because of:

- bereavement
- personal illness or injury (*medical documentation may be required*)
- religious conviction
- domestic affliction, or
- final examinations scheduled concurrently

If your exam deferral request is approved, please contact your instructor (s) directly to schedule an alternate date and time

PERSONAL INFORMATION

Last Name	First Name	Student ID Number
Please provide in detail the reason for this request. Attach additional documentation if required.		
Student Signature		Date
I understand and agree to abide by all the conditions of the Final Examination Policy.		

COURSE INFORMATION

Course Name	Course Code & Section	Instructor Name	Date and Time of Exam

REGISTRAR DECISION

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date <input type="text"/>	Signature <input type="text"/>
Notes/Rationale			
For Office Use Only	Instructor emailed <input type="checkbox"/>	Chair cc'd <input type="checkbox"/>	Student Emailed <input type="checkbox"/>
Processed by <input type="text"/>		Date <input type="text"/>	

Appendix 5 – Repeat Final Examinations

1. Students will be granted the opportunity for a repeat Final Examination when all the following conditions have been met.
 - 1.1. The student has written the Final Examination in the course;
 - 1.2. The student has achieved a passing grade on all required work in the course; and
 - 1.3. The grade for a Final Examination lowers a student's grade by a minimum of three-letter grade increments (e.g., A- to B-);
 - 1.4. The student has not written a repeat final examination for the same course.
2. To be eligible for a repeat Final Examination, students must submit their application (Appendix 5) to the course instructor.
3. Instructors will use the above criteria to determine the eligibility of a student to write a repeat Final Examination.
 - 3.1. The student must submit approved applications for Repeat Final Examinations to the Registrar's Office with applicable payment within five (5) Business Days following commencement of the proceeding semester.
 - 3.2. Repeat Final Examinations will be scheduled by the instructor and must be completed within five (5) Instructional Days following the application deadline. The deadlines for application and completion of repeat Final Examinations will be detailed in the Academic Schedule.
4. The Repeat Final Examination grade will normally be submitted to the Registrar's Office within five (5) Instructional Days following the completion deadline.
5. The grade on the repeat Final Examination replaces the grade on the Final Examination. A final grade based on the repeat Final Examination will be coded "G" on the student transcript.

Appendix 6 – Application for Repeat Final Examination



Registrar's Office
 ☎ 780-539-2911 ✉ studentinfo@NWPolytech.ca

Repeat Final Examination Application

Application deadlines for repeat final examinations and the last day to write a repeat final examination are listed in the Academic Schedule in the College Calendar. For more information on Repeat Final Examination policy, see the back of this document. To view the Examination Policy, [click here](#).

Instructions	
Step 1	Discuss the request with your instructor. If the request is granted, complete this form, and obtain required signatures
Step 2	Return the completed form to the Registrar's Office. You will be required to pay the Repeat Final Examination fee.
Step 3	Arrange a date, time and location with your instructor

Personal Information		
Last Name	First Name	Student ID Number
Student Signature	Date	
Course Information		
Program	Semester	Year
Course Name	Course Code & Section	
Academic Approval Required		
Instructor Name	Instructor Signature	Date

NOTE: If you require the assistance of the NWP Testing Centre (examcentre@nwpolytech.ca) to facilitate this repeat final examination, then the instructor must schedule the exam with the Testing Centre as soon as possible, as these requests are subject to availability. A repeat final examination must adhere to all policies and procedures associated with the NWP Testing Centre and the Examination Policy.

For Office Use Only		
Fee for Repeat Final Examination - \$50.00 per course (non-refundable)		
Additional Charge - \$5.00 is applied if the examination centre is not at the College		
Total Fees	Receipt #	Date

Appendix 7 – Final Examination Sign-in Form



Registrar's Office
 ☎ 780-539-2911 ✉ studentinfo@NWPolytech.ca

FINAL EXAM SIGN IN FORM			
As a record of the attendance of those students who wrote the final examination, please have each student sign this form. Return this form to the Registrar's Office where it will be retained for one year as per the Records Management Policy.			
COURSE INFORMATION			
Course Name <input type="text"/>		Course Code & Section <input type="text"/>	
Semester Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/>		Year <input type="text"/>	
Final Examination Information			
Exam Date <input type="text"/>		Exam Location <input type="text"/>	
Instructor Name <input type="text"/>		Instructor Signature <input type="text"/>	
	Student Name (Printed)	Student ID	Student Signature
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>