

TITLE OF THE POLICY			
Effective Date	December 11, 2025	Policy Type	Academic
Responsibility	Vice-President Academic	Related Policies	Academic Accommodations for Students with Disabilities Grading Policy Students' Rights and Responsibilities Academic Schedule Policy Course Outline Policy
Approval Authority	Academic Council	Review Schedule	Every 5 years.

- Policy Statement:** Northwestern Polytechnic ("NWP" or "the Polytechnic") recognizes that final examinations serve as a key evaluation of student learning. This policy provides standardized guidelines for scheduling, administering, and delivering final examinations while maintaining flexibility to accommodate special circumstances and student needs. The policy ensures academic integrity and consistent standards across all programs while supporting student success.
- Scope:** This policy applies to all credit courses, including distance (synchronous & asynchronous), hybrid, and on-campus delivery.
- Reason for Policy:** This policy addresses the need for institutional coordination of final examination scheduling to prevent scheduling conflicts, minimize students stress, and ensure consistency across the institution.
- Definitions:**
 - "Academic Schedule"** is a schedule of important academic events, deadlines, and dates established by the Registrar and approved by the Board of Governors for the academic year.

4.2 "**Academic Year**" refers to the period from September 1 to August 31, encompassing the fall, winter, and spring semesters.

4.3 "**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, used to communicate course expectations to students, instructors, and other academic institutions. When course requirements include final assessments as defined in this policy, the course outline will inform students of this requirement.

4.4 "**Credit Course**" refers to a course that offers academic credit applicable toward the completion of a certificate, diploma, degree, or program of study.

4.5 "**Deferred Final Examination**" the official rescheduling of a final examination to a later date due to verified extenuating circumstances.

4.6 "**Examination Period**" refers to the days designated in the academic schedule for final assessments. The examination period is scheduled after classes are completed each term. No required class activities may be scheduled during the examination period.

4.7 "**Examination Schedule**" refers to the official schedule of final exams developed by the Office of the Registrar for each examination period.

4.8 "**Final Assessments**" refers to any evaluations that take place during the final examination period of each term, as outlined in the academic calendar. This includes but is not limited to written and oral examinations, take-home assignments, and final projects.

4.9 "**Final Examinations**" refer to written exams administered during the examination period. Final exams represent one type of final assessment.

4.10 "**Repeat Final Examination**" a supplemental opportunity to rewrite a final examination.

4.11 "**Semester**" or "**Term**" refers to a period into which the academic year is divided, consisting of fall, winter, and spring terms as outlined in the academic schedule.

5. The Policy:

5.1 Guiding Principles

5.1.1 All courses are expected to include a final assessment during the examination period. Any course that does not conduct a final assessment during this time requires prior approval from the applicable Dean

5.1.2 All final examinations that occur during the examination period are scheduled by the Office of the Registrar, utilizing information provided by academic departments each term.

5.1.3 To prevent an excessive burden on students, no assessments worth 20% or more of the total class grade shall be administered in the last week of scheduled classes in each semester.

5.1.4 Course Outlines will indicate whether a final examination will be scheduled during the examination period.

5.1.5 Examination accommodations will be provided per NWP's Academic Accommodations for Students with Disabilities policy.

5.1.6 Final assessment due dates shall be coordinated by the department, with careful consideration given to avoid creating undue hardship for students.

5.2 Scheduling

5.2.1 At least one day of preparation time shall be provided between the conclusion of regular classes and the commencement of final examinations.

5.2.2 The Office of the Registrar shall prepare the examination schedule to eliminate scheduling conflicts and minimize situations where students must write consecutive final examinations.

5.2.3 Final examinations shall be scheduled to maximize efficient use of available time and institutional resources.

5.2.4 When possible, final examinations for evening courses will be scheduled on the same night of the week as the course is usually held.

5.2.5 Final examinations are scheduled in three-hour blocks, though the actual length is determined by the instructor. For examinations shorter than three hours, the length will be indicated on the course outline and at the top of the examination.

5.2.6 For courses spanning two academic terms, instructors may request that a midterm examination be scheduled during the final examination period of the first semester.

5.2.7 The Office of the Registrar will develop the examination schedule with information provided by the Department Chairs, as per Appendix 1

5.3 Exceptions to the Policy

5.3.1 Courses that are offered outside of the standard academic schedule, including condensed courses.

5.3.2 Courses that have received an approved exemption from the applicable Dean.

5.4 Deferred Final Examinations

Students have the right to apply for a deferred final examination in accordance with the criteria and process outlined in Appendix 3.

5.5 Repeat Final Examinations

Students have the right to apply for a repeat final examination in accordance with the criteria and process outlined in Appendix 4.

6. Inquiries

Direct policy inquiries to the Registrar.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	Approve and formally support this policy.
Academic Council	Recommend and formally support the policy.
Vice-President Academic	Review and support this policy. Oversee the implementation of policy and associated procedures.
Registrar	Implement policy.

FINAL EXAMINATION POLICY

Dean and Department Chair	Make recommendations for amendments, as required. Work within the policy.
Office of the Registrar	Develop and publish the examination schedule.
Faculty, Staff, and Students	Adhere to policy.

8. **Revision history:** This section records the changes made to the policy over time.

8.1. Approved by Academic Council: December 11, 2025

Appendix 1 – Examination Request Process

1. The Office of the Registrar schedules final examinations using information supplied by each Department. The Department Chairs are responsible for completing and submitting the required information to the Office of the Registrar by September 15 (fall semester), January 15 (winter semester), and May 15 (spring semester). The following information is required:
 - 1.1 List of Courses – List includes only those courses that require final examinations to be scheduled during the applicable final examination period.
 - 1.2 Instructor Name
 - 1.3 Examination Location: Any final examinations requiring specific space accommodations must be requested in writing. Without a written request, the Office of the Registrar will determine the location of the examination to optimize space and resources.
 - 1.4 Examination common to two or more sections: When identical examinations are administered across multiple sections of the same course, they will be scheduled concurrently. Departments seeking alternative scheduling must submit a written request for an exception.
 - 1.5 Examinations common to two courses: When the same exam is given across courses with different names or numbers that are scheduled together, list all courses on a single exam request.
 - 1.6 Completed examination requests must be approved in writing by the Department Chair and the appropriate Dean before being returned to the Office of the Registrar.

Appendix 2 – Final Examination Procedures

1. **Signing In:** For in-person examinations, students are required to sign in for all final examinations. Completed Final Examination Sign In Forms are to be forwarded to the Office of the Registrar. [Final Examination Sign In Form](#)
2. **Student Identification:** Students may be required to confirm their identity by presenting their student identification card or other acceptable photo identification.
 - a. For in-person examinations, students who cannot present satisfactory identification at the time of the examination will be permitted to write it but must present acceptable identification in person to their instructor within two working days. Failure to provide acceptable identification within this timeframe will result in a grade of zero for the exam.
 - b. Online proctored examinations will follow the policy and procedures of the proctoring administrator.
3. **Personal Items:** Students are not permitted to take any personal items into the examination writing location without permission from their instructor. This includes, but is not limited to, backpacks, purses, jackets, and/or cell phones.
4. **Examination Materials:** No final examination materials may be removed from the examination room. All papers, scratch paper, examination questions, and answer sheets must be returned to the instructor before exiting the room.
5. **Communication:** All communications during the final examination must be directed to the instructor or the exam proctor. Students are not permitted to speak to, attempt to communicate with, or share information with anyone else during the examination.
6. **Arrival and Departure:** Students are expected to arrive at the testing location on time. Instructors may require students to remain in the examination room for a specified minimum period of time. This requirement will be communicated to students at the top of the examination.
7. **Late Arrival:** Students arriving late will not be permitted to enter the testing area if a student who is writing the same examination has already left. No additional time will be provided to students who arrive late.
8. **Leaving the exam:**
 - a. In person – Students who leave the final examination for any reason deemed unacceptable by the instructor must hand in all examination materials, and it will be assumed that the examination has been completed.
 - b. Online proctored exams will follow the policy and procedures of the proctoring administrator.
9. **Breaks:**
 - a. Students needing to use the restroom during an examination must obtain instructor approval. All examination materials must be submitted before leaving and will be returned upon the students return.
 - b. Online proctored exams will follow the policy and procedures of the proctoring administrator.

10. **Proctoring:**
 - a. In-person examinations, instructors are responsible for invigilating their own final examinations. If this is not possible, the instructor is responsible for securing an alternative proctor and must notify the Department Chair of the replacement.
 - b. Online proctored examinations will follow the policy and procedure of the proctoring administrator.
11. **Permitted References and Aids:** Only items, resources, or websites pre-approved by the course instructor may be used in the examination with instructor approval. The use of unauthorized references and aids, including but not limited to calculators, cell phones, and smartwatches, is prohibited.
12. **Failure to adhere to any of the above requirements is** strictly prohibited and may result in a grade of zero on the exam. Students who violate this requirement will not be permitted to repeat the final exam.
13. **Grades Submission:** All grades must be submitted electronically to the Office of the Registrar 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 Final Examinations

1. **Eligibility:** A student can apply for a deferred final examination when a final examination has been missed or interrupted during writing due to:
 - a. Bereavement
 - b. Personal illness or injury
 - c. Religious Observance/ Conviction
 - d. Domestic affliction
 - e. Final Examinations scheduled concurrently
 - f. Other (ie, jury duty)
2. **Documentation:** Documentation supporting the reason for the deferred examination may be required.
3. **Process:** Students will submit the deferred final examination request to the appropriate Department Chair no later than 48 hours (before or after) the scheduled final examination time of any missed or interrupted final examination. The Department Chair, in consultation with the instructor will use the above criteria to approve or deny the application.
4. **Interrupted Exams:** A deferral may not be granted for an interrupted final examination if the instructor was not notified of the interruption during the exam.
5. **Scheduling:** Approved deferred examinations will be scheduled and proctored by the course instructor or designate. Students who fail to report to a scheduled deferred examination will receive a grade of Fail (F) for the final examination and will not be permitted to reschedule.
6. **Missed Exams:** Students who fail to report to a final examination and who do not qualify for deferred final examination will receive a grade of Fail (F) for the missed final examination
7. **Grading:** All deferred exam grades must be submitted by the deadline specified in the grading policy. Students will receive a grade of Incomplete (INC) until resolved.

Appendix 4 – Repeat Final Examinations

1. **Eligibility:** A student can apply to rewrite a final examination if the following criteria is met:
 - a. The student has written the final examination in the course.
 - b. The student has achieved a passing grade on all required work in the course; and
 - c. The grade of the original final examination lowers the student's course grade by a minimum of three letter-grade increments (ex. A- drops to a B-).
2. **Process:**
 - a. Students must submit their application for a repeat final examination to their Department Chair. The Department Chair, in consultation with the instructor, will approve or deny the application.
 - b. Students must submit the approved Repeat Final Examination form, along with the required fee, to the Office of the Registrar by the deadline specified in the grading policy. Once processed, the Office of the Registrar will notify the instructor.
 - c. Repeat final examinations must be completed by the deadline specified in the grading policy. Instructors must notify the Office of the Registrar of any grade changes resulting from re-examination.
3. **Repeat Final Examination Fee:** Students must pay the applicable fee specified in the Academic Calendar prior to rewriting.
4. **Scheduling:** Approved repeat examinations will be scheduled and proctored by the course instructor or designate. Students are only able to rewrite an exam once.
5. **Missed Exams:** Students who fail to report to a scheduled repeat examination will receive the original grade and will not be permitted another opportunity to rewrite.
6. **Grading:** All repeat final examination grades must be submitted by the deadline specified in the grading policy. 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's transcript