

 Policies & Procedures Manual	# Pages: Page 1 of 4	Policy Number: AC-01-34
	Approved by: Learning Council	
Section: ACADEMIC – STUDENT	Effective Date: February 25, 2020	
Title: STUDENT EVALUATION AND EXAMINATION POLICY	Replaces: New	

POLICY STATEMENT

The University College of the North (UCN) will follow an established set of processes related to student evaluations and examinations.

PURPOSE OF POLICY

To provide clear and consistent expectations around the conduct of student evaluations and examinations.

DEFINITIONS

1. Student Evaluation: A student evaluation is any assessment of student performance in a course.
2. Examination: an examination is a tool or instrument of evaluation that is typically summative in nature, as in 'mid-term examination' or 'final examination.' The term 'test' may also be used when referring to assessment of student performance, although a 'test' is typically a formative, diagnostic tool or instrument used to monitor learning in order to help students identify their strengths and weaknesses, allowing instructors to target areas that need work. A 'quiz' usually refers to a shorter version of a test, focused on a specific lesson or topic.
3. Final Examination: A final examination is a tool or instrument of evaluation scheduled within an examination period which serves as the final evaluation of student performance in a course.
4. Accommodation: An accommodation is an instructional or test adaptation that changes the setting or manner in which information is presented or received without changing the target skill or the testing construct (SS-05-01 Accessibility for Students with Disabilities Policy).

PROCEDURES

General

1. The evaluation of a student's performance in a course shall be fair and reasonable, and shall reflect the content of the course.

2. It is the responsibility of students to exercise due diligence in familiarizing themselves with the provisions of this policy, the examination schedule and other UCN regulations governing the conduct of assessments.
3. All forms of assessment shall be conducted in such a manner as to preserve academic integrity.
4. There shall be more than one assessment for each course.
5. Students registering for courses during the Add/Drop period shall not be penalized for missed assessments (including attendance-based assessments) which were due during the course change period.
6. Students have the right to appeal academic decisions as outlined in AC-01-06 Academic and Disciplinary Appeals Policy.

Accommodations

1. Refer to associated policies SS-05-01 Accessibility for Students with Disabilities Policy, AC-01-10 Absence from Tests Policy and AC-01-05 Supplemental Examinations Policy.
2. Students who, without a valid documented reason, fail to submit an assessment, shall receive a grade of F for the assessment.

Final Examinations

1. A student's right to take an examination is contingent on:
 - a) being registered in the course;
 - b) being able to produce valid photo identification before and during the examination; and
 - c) the fulfillment of any course requirements.
2. Examinations shall be "closed book" examinations unless otherwise specified by the instructor.
3. A different version of the examination shall be offered each semester to protect the integrity of the examination.
4. Students shall not write more than 2 examinations in one day and must have a break in between.
5. Students who have examination conflicts will notify their instructors. The department/instructor will work with the student to make alternative arrangements. Final examinations will be rescheduled for any students with:
 - a) Two or more examinations at the same time, or
 - b) More than two examinations in a day.
6. All written examinations, other than take-home examinations, shall be invigilated by the Instructor or designate, or by an individual appointed by the UCN.
7. All examination questions are confidential and shall be returned to the Instructor unless otherwise determined by the instructor/Faculty.
8. Final examinations in regularly scheduled courses shall be held in the period designated by the UCN for such examinations.
9. A final examination shall be worth at least 25% of the course grade and no more than 75% of the course grade.
10. No in-term examination, in a regularly scheduled course in which final exams are required, shall be scheduled during the last 14 calendar days of classes.

Examination Regulations

1. Approved and standardized UCN examination booklets are to be used for those courses where answers do not fit on the exam sheets. If a student requires a second examination booklet during the writing of their examination, the student shall inform the invigilator, who will provide the student with the second examination booklet. The student shall ensure their name and course name/number are noted on the cover page of the second booklet, and the second examination booklet is to be placed inside the original examination booklet when the student is finished or at the end of the examination period.
2. Students may not submit their examination booklets or leave the examination within the first 30 minutes. No student will be allowed entry to the examination room after 30 minutes into the examination. Students may not leave the examination room during the last 15 minutes of the exam.
3. Bags, purses, cases and any other belongings must be inaccessible to students during the exam. The Invigilator will assign a designated area where these items can be placed. The UCN is not responsible for personal property brought into or left in the examination room. Students are advised not to bring these items with them to the examination.
4. No cell phones or other electronic devices are allowed. Students who bring them will have to leave them at the front of the room. If a student is found to be in possession of an electronic device during the exam, the device will be confiscated until the end of the exam – and the student may be charged with an academic integrity infraction.
5. Coats and hats cannot be worn during the examination. These items must be placed in the designated area. Traditional/religious dress wear is acceptable.
6. UCN Student I.D. card must be placed on the desk; each student's identification will be verified by the Invigilator. Other forms of I.D. may be accepted if the student does not have access to UCN Student I.D. (for example off campus students).
7. Students are responsible for bringing all supplies required to complete the examination.
8. The only other items allowed on each student's desk are: examination booklet(s), pens, pencils, eraser (no pencil cases) and any other materials approved by the instructor (e.g. calculator).
9. Food and drink are not permitted into the examination room. Only water in clear, unlabeled bottles will be permitted.
10. No paper may be detached from an examination booklet. A student may not take an examination book or any part of an examination book or scrap paper that is given by the invigilator from the exam room.
11. The following activities during tests and examinations are examples of behavior that is unacceptable:
 - a) Communicating with another student during a test or examination.
 - b) Bringing aids that have not been authorized by the instructor into an examination or test. These include study notes as well as electronic devices like cell phones, tablets and other devices that have memory capabilities.
 - c) When given authorization to leave the exam room (e.g., to go to the washroom), communicating with someone else about the test or retrieving concealed notes.
 - d) Impersonating another individual or allowing someone to impersonate you for an examination or test.
 - e) Copying from other students or knowingly permitting other students to copy from one's own test or examination paper.

Related Policies

AC-01-05 Supplemental Examination Policy

AC-01-06 Academic and Disciplinary Appeals Policy

AC-01-10 Absence from Tests Policy

AC-01-26 Academic Integrity Policy

SS-05-01 Accessibility for Students with Disabilities Policy

Exam Booklet Standard