# FINAL EXAMINATION POLICY

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<tr>
<th>Policy Area:</th>
<th>Academic</th>
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<tbody>
<tr>
<td>Policy Number:</td>
<td>FNXPL_2402N_ED/PVPA</td>
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<tr>
<td>Policy Sponsor:</td>
<td>Provost and Vice-President Academic</td>
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<td>Policy Contact:</td>
<td>Registrar</td>
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<td>Stakeholders:</td>
<td>Students and Employees</td>
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<td>Authority:</td>
<td>College and Institute Act</td>
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<td>Approval Authority:</td>
<td>Education Council</td>
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<tr>
<td>Approval Date:</td>
<td>February 1, 2024</td>
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<td>Effective Date:</td>
<td>September 1, 2024</td>
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<tr>
<td>Replaces:</td>
<td>OC Calendar - Examinations Policy / Out-of-Time Final Examinations</td>
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<td>Last reviewed:</td>
<td>February 2024</td>
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**Procedures:** *None*

1. **Policy Statement**
   Student learning is evaluated through different approaches and the College acknowledges that Final Examinations are one of the many ways in which Students can demonstrate their learning.

2. **Purpose**
   The purpose of this policy is to provide direction to departments, instructors, and Students on the rights and responsibilities with respect to Final Examination and conditions around rescheduling or repeating Final Examinations.

3. **Scope and Application**
   This policy applies to all College courses in which there are Final Examinations at the end of the course. This policy does not apply to final term assignments, presentations, group projects, or any final evaluation that is not a Final Examination. This policy also does not apply to Final Examinations that are administered by authorized professional governing bodies, trade licensure bodies, or industry training authorities.
4. Definitions

Examination Reschedule Means granting a Student, under extenuating circumstances, to write their Final Examination at a date or time other than the scheduled date and time of the examination.

Exceptional Circumstances Means instances that are beyond a Student’s control and may negatively impact a Student’s academic performance.

Final Examination Means an assessment of Student learning that is formally scheduled during the official examination period.

Final Examination Schedule Means a schedule listing all Final Examinations, their date, time, duration, designated location, and assigned invigilators.

Final Examination Time-Period Means the period during which Final Examinations are scheduled.

Student Means any person enrolled as a student at Okanagan College. For the purpose of this policy means a Student who is on the official class list.

Support Person Means someone who can assist a Student in understanding the College’s policies and procedures and help a Student identify questions that they may have throughout institutional processes. Examples include Student Services employees, Student Association representative, elder, friend.

5. Principles

5.1 The Final Examination time-period is published annually by the Registrar’s Office and found at www.okanagan.bc.ca/dates.

5.2 The Registrar is responsible to prepare the Final Examination Schedule with the primary goal of ensuring the minimum number of Examination Schedule conflicts for Students.

5.3 Students are required to write Final Examinations at the time, date, and designated examination location indicated on the Final Examination Schedule. Students should be aware that Final Examinations may be scheduled on days and times that differ from regular class schedules, including evenings and weekends.

5.4 Subject to an Instructor’s discretion and specific exam protocols, students are expected to begin the Final Examination on time and latecomers will not be admitted after thirty (30) minutes. Students who arrive late for a Final Examination are not allowed additional time. Students may not leave the Final Examination setting within the first 30 minutes or the final thirty (30) minutes of the examination period.

6. Rescheduling

In the event of an Exceptional Circumstance that meets the criteria outlined below, Students may apply to write a Final Examination at a time other than the scheduled time using the Request For Out-Of-Time Examination form.
Criteria:

6.1 Examination Schedule Conflict:
   a) two or more Final Examinations scheduled at the same time;
   b) three or more Final Examinations scheduled within a 24-hour period; or
   c) insufficient time to travel between campuses for the purpose of writing Final Examinations.

6.2 Unforeseen Circumstances:
   a) Medical/Health: Student has been injured, or hospitalized or is under the care of a health care professional/practitioner for a condition which prevents the Student from writing the Final Examination at the scheduled time.
   b) Compassionate Reasons: a death, serious illness or injury of a member of the Student’s immediate family, or other emergency situations.
   c) Legal Obligations which include but are not restricted to jury duty or court appearances.

6.3 Final Examination schedule conflicts with a recognized religion and spiritual days practiced by the Student.

6.4 Final Examination schedule conflicts with Student participation in competitions (International, National, Provincial level), College-approved student competitions/events, and/or extraordinary employment opportunity (i.e confirmation of a job overseas).

6.5 At the discretion of the Program Dean/Director, or designate, consideration or alternative arrangements may also be given for other unforeseen events beyond the Student’s control.

7. Examination Papers

7.1 Final Examination papers become the property of the College and remain in the possession of the College for a period of no less than one year until destroyed.

7.2 In the event of a further grade appeal, all Final Examination papers will be retained by the College for twelve (12) months beyond the resolution of the appeal.

8. End of Term Course Evaluation

8.1 Students shall not be required to complete a test or examination which contributes more than fifteen percent (15%) toward the final grade in a course during the last five teaching days of the semester/term or in the period between the end of the semester/term and the beginning of Final Examination period.

8.2 Section 8.1 does not apply to laboratory examination or field courses and other courses whose schedules do not match that of the regular timetable, whether summer session or regular session.

9. Related Acts and Regulations

None.

10. Supporting References, Policies, Procedures and Forms

   Grading Practices (Grading Policy under review)
   Accessibility Academic Accommodation for Students Policy
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<th>Date</th>
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<tbody>
<tr>
<td>2024-02-01</td>
<td>Approved by Education Council:</td>
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