

## Purpose

To set out the requirements for resolving Final Exam/Evaluation (FEs) conflicts and enabling Supplemental Exam (SE) privileges in alignment with Cambrian College's ('the College') Academic Evaluation Policy.

## Scope

All faculty and the Evaluation of student performance of all programs of instruction and courses at the College.

## Methodology

The processes for resolving FEs conflicts and enabling SE privileges are structured purposefully to support student success while ensuring academic integrity.

This operating procedure will be reviewed annually for continual improvement taking into consideration the perspectives of key stakeholders – students, faculty and academic administration.

The procedure and any related forms will be communicated and made available to all stakeholders.

## Operating Procedure

### 1. Final Exam (FEs) Conflicts

- a. In the event of a legitimate conflict between FEs for courses, the student completes and submits the Student Exam Conflict Form to Testing Services, providing the following –
  - i. Course information
  - ii. Conflict details
  - iii. Preferred availability for re-scheduling
- b. Testing Services reviews the form for completeness, contacting the student if additional information is required.
- c. Within one business day of receipt of the Final Exam Conflict Form, Testing Services notifies the Dean/Chair of the conflict, providing full details.
- d. The Dean/Chair works with their faculty consulting with other Deans/Chairs as required to resolve the conflict guided by the following principles –
  - i. Every effort will be made to schedule the exam for the student with their program course section in order to support student success and academic integrity.
  - ii. Consideration for rescheduling will attempt to accommodate the student's preferred availability, where indicated.
  - iii. The Dean/Chair of the student's program will make the final decision regarding the resolution for the conflict. This decision will be final.
- e. The Dean/Chair will communicate to the student the new date/time of the FEs in question prior to the start of the FE period.

## 2. Supplemental Exams/Evaluations (SE)

- a. For SE eligible courses and where the conditions as outlined in the Academic Evaluation Policy are met (5b), the student completes and submits a Supplemental Exam/Evaluation Request Form to the Enrolment Centre within 5 business days of the final release of final grade for a term.
- b. Within 5 business days of receipt of the request,
  - i. the Enrolment Centre –
    1. records the request
    2. reviews the request for completeness and eligibility as it pertains to passing grade and term GPA
    3. forwards the request to the appropriate Dean/Chair
  - ii. The Dean/Chair –
    1. reviews the request
    2. consults with the faculty member to
      - a. confirm the student's eligibility
      - b. approve or deny the SE request
    3. notifies the student and the Enrolment Centre of the decision
  - iii. The faculty member –
    1. provides a SE as required, appropriate to the meet the learning outcomes of the course,
    2. confirms with the Chair the proposed date/time for the SE
      - a. As per the policy, the SE must be completed before day 10 of the subsequent term.
    3. schedules the SE with the student
    4. arranges for the SE to be available at the specified day/time
    5. grades the SE once completed
    6. submits a grade change form, if required, to the Enrolment Centre and Chair prior to day 10 of the term.
- c. The Enrolment Centre records the grade, adjusting the student's final grade for the course as required.

## Quality Assurance Compliancy

The Vice President, Academic has the accountability for the overall integrity of academic delivery, assessment, quality assurance and related procedures.

Academic Deans/Chairs have the accountability for ensuring compliance and adherence to all associated policies and operating procedures.

Planning & Institutional Research has the accountability of managing the quality assurance of the Academic Evaluation Operating Procedure.

Office of the Registrar has the accountability for managing the records for Cambrian's official curriculum and for facilitating various aspects of the process.

## **Related Documents /Policies**

Academic Evaluation Policy

Academic Integrity Policy

Accommodations for Students with Disabilities Policy

Code of Conduct

Final Exam/Evaluation Conflict Form

Supplemental Exam/Evaluation Request Form