

Policy History
<b>Policy No.</b> AR6
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> November 2011

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## Final Examinations and Grade Reporting for Courses Policy

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### A. PURPOSE

Many University courses include a final examination as a component of the evaluation system. This policy is a framework for the requesting and scheduling of final examinations.

This policy also specifies a framework for the reporting and for the verifying of final grades.

### B. SCOPE

This policy applies to courses taught at the University and to faculty teaching these courses.

### C. PRINCIPLES

1. Final Examinations
  - a. Final grades are issued for all courses taught at the University.
  - b. A formal final examination period will be scheduled at the end of each semester or session.
  - c. Final examinations may only be scheduled during the formal final examination period.
  - d. With or without a final exam, the sum of all assignments, tests or examinations cannot be worth more than 10% of the final grade, if administered in class during the last two (2) weeks prior to the formal final examination period for a semester or the last one (1) week prior to the formal final examination period for a session.
  - e. Enrolment and Registrar Services Office is responsible for scheduling final examinations.
  - f. Instructors may not schedule their own final examinations or change the days/time/rooms of their examinations as posted.
  - g. Final examinations for classes offered in the daytime will normally be scheduled during the day from Monday to Saturday and evenings from Monday to Friday.
  - h. Final examinations for evening classes will normally be scheduled on the same night that the class is held.
  - i. Final examinations for Saturday classes will be scheduled on Saturday.
2. Grade Reporting

- a. Final grades for courses with no final examination must be submitted to the Enrolment and Registrar Services Office by the end of the third working day after the last day of classes for a semester or session.
- b. Final grades for courses in which there is a final examination must be submitted by the end of the third working day after the writing of the final examination.
- c. Exceptions to these deadlines may be granted at the discretion of the appropriate Dean who will notify the Enrolment and Registrar Services Office.
- d. Final grades will be submitted using the on-line service. Faxed grade lists will not be accepted unless verified by the appropriate Dean.
- e. The assignment of final grades shall be in accordance with the provisions of Policy AC4 (C.20) Student Evaluation and Grading.
- f. For each student who has been assigned an incomplete (I) grade, an Incomplete Grade Contract must be submitted along with the final grade submission list. The final grade for a student who has been assigned an "I" grade must be submitted on a Grade Reporting Form.

## D. DEFINITIONS

1. **Semester:** a period of study lasting approximately four (4) months that usually commences in September, January and May.
2. **Session:** a period of study lasting approximately two (2) months (half a semester) that usually commences in September, November, January, March, May and July or a duration determined appropriate by a certifying body.

## E. PROCEDURES

1. Final Examinations
  - a. Faculty requests for Final Examinations must accompany the submission of the course scheduling for that term.
  - b. Final examination dates will be published with the on-line registration timetable.
  - c. Timetables, class lists and Final Examination dates are available for faculty download using the Web for Faculty on-line self-service.
2. Grade Reporting
  - a. Grades will be submitted on-line using the Web for Faculty service. Instructors are expected to verify the final grades for students in their classes by logging into the Web for Faculty service the following business day.
  - b. If the instructor has made an error in entering grades on-line or has changed a grade subsequent to the original submission of final grades, a Grade Reporting form must be submitted to the Enrolment and Registrar Services Office. These forms are available for pick-up in the Enrolment and Registrar Services Office.
  - c. Instructors are not to post final grade lists on campus due to potential breaches of confidentiality.

## **F. RELATED POLICIES:**

*AC4 Student Evaluation and Grading*

*AR18 Final Examinations and Overloads*