

*Ontario College of Art & Design
Policies, Procedures & Regulations*

Academic Council Policy

Examinations

1019

Description:

Approvals:

Approved by Curriculum Committee: January 1999

Approved by College Council: March 1999

Approval Authority: College Council

Signature: Catherine Williams

Policy:

A. Deferred Examinations

1. Eligibility

Students are notified well in advance of the dates of examinations through the syllabi handed out by instructors at the beginning of a course, and all examinations are held during normally scheduled class meeting times. If a student does not attend an examination, s/he will be assigned a mark of zero for that portion of the final course grade. However, when a student is not able to write a scheduled examination for medical or compassionate reasons, or because of religious obligations, s/he may request permission to write a deferred examination. Deferment will not be granted on the basis of scheduling conflict arising from a student's personal commitments, including employment and travel.

Students who wish for deferment of examinations on the basis of religious obligations must notify their instructors and make their requests in writing to the appropriate Faculty office within fifteen working days of the beginning of the semester.

In the event that a student wishes to make a request for deferment on medical or compassionate grounds, it is the student's responsibility to notify the instructor and make the request in writing to the appropriate Faculty office within a week of the scheduled examination. Supporting documentation must accompany this request. If, for reasons beyond the student's control, a request cannot be made by this deadline, the Dean (or designate) may consider an extension of this deadline.

Instructors do not grant requests for deferred examinations; they may only grant requests for accommodations for work that is due during the semester and cannot grant extensions of deadlines beyond their own deadline for submission of final grades. Instructors may make recommendations to the Dean (or designate) on the granting of such requests, and should

note any special circumstances relating to either the student or the way in which the course was conducted. (See also Incomplete Grades.)

2. Procedure

- a) A fee of \$70.00 is charged for writing a deferred examination.
- b) Scheduling of deferred examinations is in accordance to the published deadlines for submission of incomplete grades, allowing the instructor sufficient time for grading. Therefore, such examinations must be written within 5 working days of the beginning of the semester immediately following the completion of the course.
- c) The Faculty office will: advise the student of the date, time and location of their deferred examination; advise the instructor of the necessity of setting an alternative examination; arrange for an invigilator and room bookings; notify Student Services in writing of students who have been granted deferred privileges.
- d) If medical or compassionate reasons continue to prevail at the time of a scheduled deferred examination, students may request a second deferred examination or petition for a late withdrawal from the course.
- e) Students who must write a deferred examination in a course that serves as a prerequisite for subsequent courses may register in the courses with the approval of the appropriate Dean (or designate), and on the condition that the accumulated grade in the deferred course is at least 60%.

B. Student Access to Final Examination Materials

All work submitted to instructors for the purposes of evaluation is promptly returned to students, with the exception of final examinations. Final examinations are retained by the appropriate Faculty office (including Academic Studies), with strict regard for principles of confidentiality, for a period of one year from the issuing of final grade reports. Students may discuss any concerns they may have with the instructor involved prior to initiating a grade appeal or requesting a copy of their final examinations.

Upon submission of a written request to the appropriate Dean/Assistant Dean, students may receive copies of final examinations, including any related printed materials and their own written responses to the examination questions. Students appealing their final grades based upon a request for a rereading of their final examinations must do so within 20 working days of the issuing of final grade reports and in accordance with the published guidelines for Student Petitions and Appeals.