

# TORONTO METROPOLITAN UNIVERSITY POLICY OF SENATE

## FINAL EXAMINATIONS

Policy Number:	135
Policy Approval Date:	October 2, 2018
Next Policy Review Date:	Winter 2020
Responsible Office:	Registrar
Approval:	Senate
Contact Office:	Registrar

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### 1. PURPOSE OF POLICY

The purpose of this policy is to identify the values and principles upon which final examinations (“exams”) are conducted at Toronto Metropolitan University (the “University”), stipulate general regulations, and highlight related policies.

The goal is to ensure that all final exams are administered in a manner that maximizes integrity and provides the opportunity for students to demonstrate the intended learning outcomes of a course.

### 2. APPLICATION AND SCOPE

This policy applies to final exams conducted at the University, including those administered by The G. Raymond Chang School of Continuing Education (“The Chang School”).

This policy and the related procedures are recommended as best practices (where appropriate and feasible) to develop procedures for other forms of assessment (e.g. midterms) in order to promote administrative consistency of assessment processes across the University and academic integrity, as outlined in Policy 60: Academic Integrity.

### **3. DEFINITIONS**

#### **3.1 Exam Period**

The official period identified for holding final exams as indicated on the Registrar's website or as identified on course outlines for The Chang School.

#### **3.2 Exam Conflict**

Two or more final exams scheduled at the same time.

#### **3.3 Exam Overload**

Three final exams on the same day, or three consecutive final exam sessions (e.g. afternoon, evening, and next morning), including The Chang School exams.

#### **3.4 Examination (Exam)**

A form of testing for the purpose of assessing a student's level of proficiency in some combination of the following domains: knowledge, comprehension, application, analysis, synthesis, and/or evaluation.

#### **3.5 Final Exam**

A form of assessment that occurs during the designated exam period, normally cumulative and of significant weight.

#### **3.6 Invigilator**

A course instructor or employee hired to assist in the administration of exams and monitoring of academic integrity during exams.

#### **3.7 Teaching Department**

The academic unit (department/school) responsible for the development, delivery and administration of a course.

#### **3.8 Program Department**

The academic unit (department/school) responsible for the development, delivery, and administration of one or more programs.

### **4. PRINCIPLES**

4.1 The values stipulated in the Senate Policy Framework are applicable and fundamental to this policy.

4.2 All members of the University (faculty, staff, and students) participating in the exam process have a responsibility to adhere to and uphold all academic integrity standards in terms of Policy 60: Academic Integrity, and Policy 61: Student Code of Non-Academic Conduct.

4.3 Exams should be conducted in an environment with minimal disruption and distraction so students are able to concentrate, reflect, and demonstrate their knowledge.

- 4.4 The administration of exams should create a safe, secure, and healthy environment that promotes clear communications and reduces unnecessary stress. To facilitate this, students are required to follow the exam procedures and instructions from faculty and staff.
- 4.5 Students who require and have been approved for alternative exam arrangements will be afforded appropriate and reasonable accommodation and consideration in accordance with the University's policies and procedures (see Procedures 5.5).

## **5. GENERAL REGULATIONS**

- 5.1 Faculty, staff, and students are required to follow all policies and procedures pertaining to exams, including but not limited to the exam procedures as set out by the Registrar's Office, and, if an exam is being written at the Test Centre, its procedures.
- 5.2 Students are also required to follow any additional exam procedures specific to subject areas (e.g. labs, performances, oral exams) established by instructors and/or teaching departments/schools. Individual instructors and/or teaching departments are responsible for communicating these additional procedures to faculty and students.
- 5.3 The University will provide timely notice of the exam schedule, including the time, place, and duration of final exams. Scheduling of exams will be consistent with Policy 166: Course Management Policy.
- 5.4 Students with an exam conflict or exam overload must contact their program department and follow the procedures outlined in Procedures 4: Scheduling and Conflicts.
- 5.5 Students who choose to commence an exam will be presumed to be able to complete the exam. In exceptional circumstances, students may be granted academic consideration in accordance with University policies and procedures.
- 5.6 Students may not start or continue the exam outside of the allotted time. Students who arrive late will not receive extra time.
- 5.7 Unless the instructor or invigilator indicates otherwise, students are not permitted to commence an exam after the first 30 minutes or leave the exam within the first 30 minutes or last 15 minutes.

## **6. MISSED EXAMS**

Students who are more than 30 minutes late for the start of an exam or miss an exam, in part or in its entirety, should refer to Policy 167: Academic Consideration for the process to be followed.

## **7. INVIGILATION**

7.1 Instructors are expected to be present or otherwise available during their exams, e.g. by phone or email. If this is not possible, the teaching department must provide an appropriate designate.

7.2 Teaching departments must provide adequate invigilation (see Procedures 7) to maintain the academic integrity of exams.

## **8. IDENTIFICATION**

Students and invigilators must have Toronto Metropolitan issued or approved identification at exams. Students who are required to have Toronto Metropolitan OneCards must display a valid Toronto Metropolitan OneCard. Other students must display approved government issued identification as outlined on the [Toronto Metropolitan OneCard website](#).

Students who do not have the required identification may not be permitted to write the exam.

## **9. STUDENT BELONGINGS**

9.1 Personal belongings and unauthorized aids must be placed in an inaccessible manner and must not be accessed during the exam.

9.2 Students are strongly advised not to bring valuable items to exams. In the event of personal belongings being lost or stolen, the University is not liable.

## **10. CANCELLATIONS OR DISRUPTIONS**

In the case of the disruption of an exam due to unforeseen circumstances, it may be necessary to move the exam to a new location, or to re-schedule the exam to another day in accordance with Procedures.

### **RELATED PROCEDURES:**

Final Examinations

[Registrar's Office](#)

[Test Centre](#)

### **RELATED POLICIES:**

Policy 60: Academic Integrity

Policy 61: Student Code of Non-Academic Conduct

Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance

Policy 159: Academic Accommodation of Students with Disabilities

Policy 166: Course Management

Policy 167: Academic Consideration

Policy 168: Grade and Standing Appeals

**RELATED DOCUMENT:**

Senate Policy Framework

**RELATED WEBSITE:**

Toronto Metropolitan OneCard

## **PROCEDURES: FINAL EXAMINATIONS**

<b>Responsible Office:</b>	Registrar
<b>Approval:</b>	Senate
<b>Approval Date:</b>	October 2, 2018

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### **1. PURPOSE OF PROCEDURES**

The Final Examinations Procedures (“Procedures”) outline the procedures to be followed for final exams conducted at Toronto Metropolitan University (the “University”) and identify the roles and responsibilities of those involved in the final exam process.

### **2. EXAM ROOM PROTOCOL**

- 2.1 Students must refrain from any form of communication with other students upon commencement of the exam, unless the instructor or invigilator indicates otherwise, i.e. an oral exam.
- 2.2 Students must turn off or silence, and not have ready access to, cell phones and other wireless communication devices.
- 2.3 Students may not wear or have ready access to watches in the exam room.
- 2.4 Students must store belongings as directed and not access personal belongings during an exam.
- 2.5 Students must visibly display their University issued or approved identification on their desk (see Section 8 of this policy, and Procedures 3).
- 2.6 Students may have on their desks: exam materials, writing utensils, a clear plastic water bottle, and aids expressly authorized by their instructor.
- 2.7 No food is permitted during the exam, unless as an accommodation. Students must provide notice regarding this accommodation to the instructor at least two weeks before the exam.
- 2.8 Students may not leave the exam room unless accompanied by an invigilator or exam staff if they plan to return to the exam.
- 2.9 Students are not permitted to remove exam materials, including rough notes, from the exam room.
- 2.10 Students are not permitted to capture the image of exam materials, including rough notes, in the exam room or in an online environment.

### **3. IDENTIFICATION**

- 3.1 All undergraduate and graduate students must display a valid Toronto Metropolitan OneCard during an exam. Students from The Chang School are not required to have OneCards and may use government issued identification as outlined on the [Toronto Metropolitan OneCard website](#).
- 3.2 If there are concerns regarding the validity of the student identification or impersonation, additional government issued photo identification as outlined on the Toronto Metropolitan OneCard website may be required.

- 3.3. Students wearing a facial covering have two (2) options to confirm their identity:
  - 3.3.1 in a private place, they can allow a female invigilator to see their face to confirm their identity, or
  - 3.3.2 they can complete an [Identification Confirmation Form](#).
- 3.4 Invigilators may be requested by instructors or exams administrative staff to show a valid Toronto Metropolitan OneCard or approved government issued identification as outlined on the Toronto Metropolitan OneCard website.

#### **4. SCHEDULING AND CONFLICTS**

- 4.1 Exams in shared venues should be scheduled to minimize disruptions.
- 4.2 Exams that are longer than a 3-hour duration (e.g. full day performances or critiques) will be scheduled, communicated, and administered by the relevant teaching department.
- 4.3 In the case of an exam conflict or exam overload, students must notify their program department or school within two weeks of the final exam schedule being published. The program department or school (Chair/Director, Graduate Program Director or Associate Chair of Graduate Programs) is responsible for making alternate arrangements, in consultation with instructors and students.
  - 4.3.1 If a student has an exam overload, normally the middle exam is deferred.
  - 4.3.2 Assessments that are difficult to recreate, e.g. performances and labs, will normally not be moved.

#### **5. ACCOMMODATION**

##### **5.1 Academic Accommodation**

The University will provide academic accommodations in accordance with Policy 159: Academic Accommodation of Students with Disabilities. Students must be registered with Academic Accommodation Support (AAS) in order to use exam accommodations. For specifics on the administration of exam accommodations for students with disabilities, refer to Senate Policy 159: Academic Accommodation for Students with Disabilities and see [AAS Student Handbook](#).

##### **5.2 Accommodation of Student Religious, Aboriginal and Spiritual Observance**

The University will provide accommodations based on creed in accordance with the principles of the Ontario Human Rights Code. Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance outlines how accommodations for the religious, Aboriginal or spiritual observances of students will be determined. Students requesting accommodation due to a religious, Aboriginal and/or spiritual observance, must submit a Request for Accommodation of Student Religious, Aboriginal and Spiritual Observance AND an Academic Consideration form within two weeks of the posting of the exam schedule.

#### **6. TEST CENTRE**

The Test Centre may have procedures, for accommodation purposes, that differ from those provided in these Procedures. [See Test Centre website](#).

## **7. INVIGILATION**

- 7.1 Teaching departments must provide a minimum of 1 invigilator for 50 students. Instructors who are present at the exam may be counted as invigilators to determine the required number of invigilators.
- 7.2 To ensure adequate monitoring it is a best practice to have a minimum of two (2) invigilators per room or, if this is not feasible, periodic checks on a single invigilator should be arranged.
- 7.3 Invigilators are required to monitor student conduct during exams, act upon suspicions of academic misconduct in terms of Policy 60: Academic Integrity, or contraventions of Policy 61: Student Code of Non-Academic Conduct, and, if necessary, take immediate steps to prevent further concerns.
- 7.4 Where academic misconduct is suspected, invigilators may confiscate notes, if appropriate, but not electronic devices or personal property.

## **8. ONLINE EXAMS**

- 8.1 Instructors must ensure that course outlines contain necessary information concerning the computer or other resources that students must have in order to take an online exam.
- 8.2 Instructors or designates must be available during the exam and must be aware of technical supports available.
- 8.3 Students may be required to provide a suitable off-campus invigilation as specified in The Chang School Distance Education Procedures and the course outline.

## **9. EMERGENCY PROCEDURES**

- 9.1 When a fire alarm sounds or another emergency occurs during an exam, students must follow the instructions of the alarm public address system and any responding emergency personnel.
- 9.2 Students must leave all exam materials on their desk and follow the instructions of the invigilator.
- 9.3 Students may take personal belongings only if safe to do so.
- 9.4 Students must proceed to designated area if so instructed.

## **10. CANCELLATION**

- 10.1 In the case of an exam cancellation for any reason, the University will make every effort to advise students and instructors as soon as possible.
- 10.2 In the case of a disruption to an exam, the course instructor, or if unavailable, the invigilator in consultation with the teaching department, if available, is responsible for determining whether the exam can be continued or must be rescheduled.
- 10.3 If the exam is discontinued, the course instructor or invigilator should communicate this information by phone to the Test Centre as soon as possible and to the Registrar's Office within three hours.
- 10.4 If the exam is rescheduled, the Registrar will post the revised time and date on the Registrar's website, as well as to the University's main phone line.
- 10.5 Where possible, a cancelled exam will be rescheduled on the following day or evening, or if necessary, the following semester.

## **11. ROLES AND RESPONSIBILITIES**

### **11.1 Registrar's Office**

- 11.1.1 Develop and communicate policies, procedures, and best practices in consultation with community members
- 11.1.2 Establish and communicate procedures for exams that are cancelled or disrupted
- 11.1.3 Make best efforts to provide an exam schedule that minimizes exam conflicts and exam overloads
- 11.1.4 Communicate the exam schedule
- 11.1.5 Make best efforts to provide space that promotes academic integrity and a suitable environment for students to focus
- 11.1.6 Provide training for invigilators
- 11.1.7 Provide staff to coordinate large shared venues and monitor washrooms

### **11.2 Teaching Departments or Schools**

- 11.2.1 Communicate any subject-specific exam procedures
- 11.2.2 Schedule, communicate, and administer exams that are longer than a 3-hour duration
- 11.2.3 Ensure all invigilators and instructors are familiar with exam-related policies and procedures including any departmental/school/graduate program procedures
- 11.2.4 Hire invigilators at the ratio indicated in Procedures 7.1

### **11.3 Program Department**

Responsible for making alternate arrangements in the case of exam conflicts or exam overloads, in consultation with teaching departments, instructors, and students. The responsible person in the Program Department is the Chair/Director, Undergraduate or Graduate Program Director, or Associate Chair of Graduate Programs.

### **11.4 Instructors**

- 11.4.1 Communicate any subject-specific exam procedures
- 11.4.2 Be responsible for all matters pertaining to exam materials, including their availability, accuracy, security, and conformity with Policy 166: Course Management Policy
- 11.4.3 Communicate exam format, length, and permitted aids to students in advance of the exam, in accordance with Policy 166: Course Management Policy
- 11.4.4 Communicate to students the assigned seating for large shared venues as provided by the Registrar

- 11.4.5 Deal with suspicions of academic misconduct in accordance with Policy 60: Academic Integrity
- 11.4.6 Seek advice from teaching departments or Academic Integrity Office where necessary
- 11.4.7 Arrange for photocopying and transportation of exam materials unless otherwise instructed by the Registrar's Office
- 11.4.8 Make decisions in regards to exam disruptions or other exceptional circumstances

## 11.5 Invigilators

- 11.5.1 Ensure that exams are conducted in accordance with policy and procedures
- 11.5.2 Report suspected academic misconduct to the instructor in accordance with Policy 60: Academic Integrity
- 11.5.3 Complete responsibilities as outlined in the [Exam Guide for Professors and Invigilators](#)
- 11.5.4 Consult with the instructor if possible, and provide direction regarding disruptions or emergency procedures when safe to do so; follow the direction of the alarm public address system and any responding emergency personnel
- 11.5.5 Clarify for students, procedural aspects of the exam which are unclear, but do not provide content information that may infringe on Policy 60: Academic Integrity
- 11.5.6 Perform timekeeping; the official start and end time of an exam should be announced by the staff or faculty administering the exam and where no clock is available in the exam room, invigilators must indicate (in a nondisruptive manner) the time every 15 minutes e.g. by using presentation technology or by writing on the board.

## 11.6 Students

- 11.6.1 Know the time, place, and duration of their exams
- 11.6.2 Follow all policies and procedures pertaining to exams, including Policy 60: Academic Integrity, and Policy 61: Code of Non-Academic Conduct
- 11.6.3 Follow the Procedures in the case of an exam conflict or exam overload
- 11.6.4 Follow all instructions given in the exam room
- 11.6.5 Source invigilation as required for distance/online exams (see Policy 135: Final Examinations, Section 8.3)
- 11.6.6 Visit the [Registrar's Exam website](#) for updates on exam information

## 11.7 Large Venue Coordinators

- 11.7.1 Provide leadership and oversight of large shared venues to ensure exams are administered in accordance with the University's policies and procedures, with a minimum of disruption to other exams in the room
- 11.7.2 Provide direction to department-hired invigilators and assist instructors as necessary

- 11.7.3 Ensure exams start and end at the scheduled time, and ensure announcements are made regarding start and end times, procedures, and permitted aids
- 11.7.4 Communicate instructions in emergency situations or disruptions in consultation with security personnel and instructors

**RELATED POLICIES:**

Policy 60: Academic Integrity

Policy 61: Student Code of Non-Academic Conduct

Policy 135: Final Examinations

Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance

Policy 159: Academic Accommodation of Students with Disabilities

Policy 166: Course Management Policy

Policy 167: Academic Consideration

Policy 168: Grade and Standing Appeals

**RELATED DOCUMENTS:**

AAS Student Handbook

Accommodation of Student Religious, Aboriginal and Spiritual Observance Form

Exam Guide for Professors and Invigilators

Exam Incident Report

Identification Confirmation Form

Test Centre Invigilator Manual

**RELATED WEBSITES:**

[Toronto Metropolitan OneCard](#)

[Registrar's Office](#)

[Test Centre](#)