

REPORT OF THE ACADEMIC POLICY REVIEW COMMITTEE
Revision of Policy 135
July 2018

Background

The Academic Policy Review Committee (APRC), an ad hoc committee of AGPC, has a mandate to review five academic policies and make recommendations to AGPC, which may then make recommendations for policy revisions to Senate. The academic policies under review by the APRC are *Policy 134: Undergraduate Academic Consideration and Appeals*, *Policy 135: Examinations*, *Policy 145: Undergraduate Course Management*, *Policy 151: Course Management – Yeates School of Graduate Studies*, and *Policy 152: Graduate Student Academic Consideration and Appeals*.

In July 2017, the APRC established an examinations sub-committee, chaired by the manager of examinations in the Office of the Registrar, with a mandate to review Policy 135, conduct community consultations, and propose policy revisions.¹ This report presents the sub-committee's draft revision to Policy 135 for AGPC's review and potential recommendation to Senate. The draft revision was unanimously approved by the APRC on July 5, 2018 and is appended to this report.

Consultations

Before drafting the revised policy, the sub-committee consulted with a wide range of faculty, students and staff, including Security and University Scheduling. A record of issues and inquiries kept by the manager of examinations over the past few years was also used. The results of these initial consultations, along with an environmental scan of examination policies and procedures at other Canadian universities, are outlined in the APRC's December 5, 2017 report to Senate ([Fall 2017 Interim Report: Exam Conflicts](#)). General feedback on the policy was to (a) simplify the language and reduce repetition, (b) improve the organization of information, (c) update references related to policies and procedures, and (d) clarify responsibility and authority. Student feedback focused on exam conflicts and reducing the number of exams they may be required to write in a 24-hour period.²

Based on these consultations, the sub-committee and APRC drafted a revised examinations policy. Feedback on the draft revision was then sought from chairs, deans, directors, faculty, and department administrators. Student union representatives were asked to solicit student

¹ The sub-committee comprised sixteen key stakeholders, listed at the end of this report.

² In response to scheduling issues that were raised, the APRC recommended that the Registrar report to Senate on the challenges and possible solutions for scheduling the growing number of exams. The Registrar presented a report, [Considerations for Scheduling Examinations](#), at the December 5, 2017 meeting of Senate, and it was a topic for a Committee of the Whole discussion.

feedback, while feedback was sought from approximately 30 registrar-hired CUPE 3 invigilators.

Revised Policy 135: Features

1. *Format*: The revision clearly separates policy from procedures and references other operational documents. In addition, the format aligns with the new Senate Policy Framework.
2. *Scope*: The policy's scope has been narrowed to apply to final examinations only. The policy name was therefore changed to reflect its specificity to final exams. The reason for the change in scope is that several of the elements of the policy and procedures (e.g., requiring departments to hire additional invigilators; requiring alternate arrangements for exam overload) are not feasible for mid-terms. At the same time, Policy 135 and its related procedures are recommended as best practices where appropriate and feasible for other forms of assessment (e.g., midterms).
3. *Principles*: Consistent with the principles for academic policies outlined in the Senate Policy Framework, the policy and procedures have been revised to be less prescriptive and allow for flexibility, where appropriate.
4. *Exam Conflict versus Exam Overload*: An exam conflict has been defined to make it distinct from an exam overload. An exam conflict is two or more final exams scheduled at the same time, whereas an exam overload is either three final exams on the same day or three consecutive final exam sessions (e.g., afternoon, evening, and next morning), including Chang School exams. The decision to include Chang School exams and an overnight consecutive time slot was in response to student concerns, and in consultation with Scheduling and The Chang School.
5. *Authority and Responsibility*: The procedures section outlines who should make alternate arrangements in the case of an exam conflict or exam overload, and it provides general guidelines on which exam should be moved.
6. *Make-Up Exams*: To reduce duplication, policy details on make-up exams that appear in *Policy 145: Course Management*, *Policy 134: Undergraduate Academic Consideration and Appeals*, *Policy 151: Course Management – Yeates School of Graduate Studies*, and *Policy 152: Graduate Student Academic Consideration and Appeals*, have been removed from Policy 135. A make-up exam subcommittee of the APRC is exploring whether further information on make-up exams is required, and if so, in which policy it should reside.
7. *Fit to Complete Exam*: Numerous faculty reported students are increasingly attending an exam and then claiming to be sick and leaving. In the revised Policy 135, Section 5.5 states that students who choose to commence an exam will be presumed able to complete it but may be granted academic consideration in exceptional circumstances.

8. *Identification*: The policy is intentionally general to reflect the differing requirements for various students. The procedures section outlines identification requirements in more detail.
9. *No Watches Allowed*: Given that analogue watches are indistinguishable from smart watches, a new item has been added. Time-keeping display or announcements have been added to invigilator responsibilities.
10. *Online Exams*: The procedures for online final exams have been shortened and generalized to accommodate evolving technology.
11. *Duplication Removed*: The prohibition of all tests and examinations in the last week of class, currently in Policy 135, is also an item in Policy 145. To reduce duplication, the prohibition has been removed from Policy 135.

Recommendations

The APRC recommends that AGPC recommend to Senate the approval of the renamed *Policy 135: Final Examinations*, with an implementation date of Fall 2018.

Respectfully submitted,

Marcia Moshé, APRC Co-Chair and Interim Vice-Provost, Academic
Jacob Friedman, APRC Co-Chair (to August 31, 2018)

APRC Members:

Kathleen Kellett, Associate Dean, Arts
Marcus dos Santos, Associate Dean, Faculty of Science
Medhat Shehata, Interim Associate Dean, Faculty of Engineering & Architectural Science
Jennifer Martin, Associate Dean, Faculty of Community Services
Ivor Shapiro, Associate Dean, Faculty of Communication & Design
Tina West, Associate Dean, Ted Rogers School of Management
Allen Goss, Associate Dean, TRSM
Samantha Wehbi, Associate Dean, Yeates School of Graduate Studies
Muthana Zouri, Program Director, Communication & Design, Chang School
Ron Babin, President, Ryerson Faculty Association
Daniel Lis, Vice-President Education, RSU
Michelle Smith, Student Issues & Advocacy Coordinator, RSU
Lyndall Musselman, Student Rights Coordinator, CESAR
Arezoo Najibzadeh, Vice President Education, CESAR
Donna Bell, Secretary of Senate (non-voting)
Jona Zyfi, Senate Policy & Appeals Administrator (non-voting)

Examinations Sub-Committee Members

Michelle Green, Sub-Committee Chair and Manager of Examinations, Office of the Registrar
Giselle Basanta, Office of the General Counsel

Nenita Elphick, Chang School
Marc Emond, Academic Accommodation Support
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John Paul Foxe, Academic Integrity Office
Jake Friedman, Co-Chair APRC
Jonah Horowitz, Math instructor and coordinator
Eric Kam, Learning and Teaching Office
Daniel Lis, VP Education, RSU
Lyndall Musselman, Student Rights Coordinator, CESAR
Andrea Ridgley, Academic Integrity Office
Razi Syed, Student Senator at Large
John Turtle, Secretary of Senate
Brian Williams, Test Centre
Samantha Wehbi, Yeates School of Graduate Studies
Leizl Yance, Interim President, CESAR
Jona Zyfi, Senate Office

**RYERSON UNIVERSITY
POLICY OF SENATE**

D R A F T (Approved by APRC, July 2018)

FINAL EXAMINATIONS

| | |
|--------------------------|-----------|
| Policy Number: | 135 |
| Policy Approval Date: | |
| Next Policy Review Date: | |
| Responsible Office: | Registrar |
| Approval: | Senate |
| Contact Office: | Registrar |

1. PURPOSE OF POLICY

The purpose of this policy is to identify the values and principles upon which final examinations (“exams”) are conducted at Ryerson 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 Misconduct.

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 145: Undergraduate Course Management and Policy 151: Course Management Policy - Yeates School of Graduate Studies.
- 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 134: Undergraduate Academic Consideration and Appeals or Policy 152: Graduate Student Academic Consideration and Appeals 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 Ryerson issued or approved identification at exams. Students who are required to have Ryerson OneCards must display a valid Ryerson OneCard. Other students must display approved government issued identification as outlined on the [Ryerson 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 134: Undergraduate Academic Consideration and Appeals
Policy 145: Undergraduate Course Management
Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance
Policy 151: Course Management Policy - Yeates School of Graduate Studies
Policy 152: Graduate Student Academic Consideration and Appeals
Policy 159: Academic Accommodation of Students with Disabilities

RELATED DOCUMENT:

Senate Policy Framework

RELATED WEBSITE:

[Ryerson OneCard](#)

PROCEDURES: FINAL EXAMINATIONS

DRAFT

| | |
|----------------------------|-----------|
| Responsible Office: | Registrar |
| Approval: | Senate |
| Approval Date: | TBD |

1. PURPOSE OF PROCEDURES

The Final Examinations Procedures (“Procedures”) outline the procedures to be followed for final exams conducted at Ryerson 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 (see Policy 135: Final Examinations, Section 8 and Procedures 3) on their desk.
- 2.6 Students may have on their desks: exam materials, writing utensils, a clear plastic water bottle, and aids expressly authorised 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 Ryerson 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 [Ryerson 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 Ryerson 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 Ryerson OneCard or approved government issued identification as outlined on the Ryerson 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, arrangements for 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 145: Course

Management and Policy 151: Course Management Policy - Yeates School of Graduate Studies

- 11.4.3 Communicate exam format, length, and permitted aids to students in advance of the exam, in accordance with Policy 145: Course Management and Policy 151: Course Management Policy - Yeates School of Graduate Studies
- 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 non-disruptive 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 134: Undergraduate Academic Consideration and Appeals
Policy 135: Final Examinations
Policy 145: Course Management
Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance
Policy 151: Course Management Policy - Yeates School of Graduate Studies
Policy 152: Graduate Student Academic Consideration and Appeals
Policy 159: Academic Accommodation of Students with Disabilities

RELATED DOCUMENTS:

AAS Student Handbook
Accommodation of Student Religious, Aboriginal and Spiritual Observance Form
Academic Consideration Form
Exam Guide for Professors and Invigilators
Exam Incident Report
Identification Confirmation Form
Test Centre Invigilator Manual

RELATED WEBSITES:

[Ryerson OneCard](#)
[Registrar's Office](#)
[Test Centre](#)

RYERSON 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 |

1. PURPOSE OF POLICY

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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 134: Undergraduate Academic Consideration and Appeals
Policy 145: Undergraduate Course Management
Policy 150: Accommodation of Student Religious, Aboriginal and Spiritual Observance
Policy 151: Course Management Policy - Yeates School of Graduate Studies
Policy 152: Graduate Student Academic Consideration and Appeals
Policy 159: Academic Accommodation of Students with Disabilities

RELATED DOCUMENT:

Senate Policy Framework

RELATED WEBSITE:

[Ryerson OneCard](#)

PROCEDURES: FINAL EXAMINATIONS

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|----------------------------|-----------------|
| Responsible Office: | Registrar |
| Approval: | Senate |
| Approval Date: | October 2, 2018 |

1. PURPOSE OF PROCEDURES

The Final Examinations Procedures (“Procedures”) outline the procedures to be followed for final exams conducted at Ryerson 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 (see Policy 135: Final Examinations, Section 8 and Procedures 3) on their desk.
- 2.6 Students may have on their desks: exam materials, writing utensils, a clear plastic water bottle, and aids expressly authorised 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 Ryerson 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 [Ryerson 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 Ryerson 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 Ryerson OneCard or approved government issued identification as outlined on the Ryerson 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 145: Course Management and Policy 151: Course Management Policy - Yeates School of Graduate Studies
- 11.4.3 Communicate exam format, length, and permitted aids to students in advance of the exam, in accordance with Policy 145: Course

Management and Policy 151: Course Management Policy - Yeates
School of Graduate Studies

- 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 non-disruptive 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 134: Undergraduate Academic Consideration and Appeals

Policy 135: Final Examinations

Policy 145: Course Management

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

Policy 151: Course Management Policy - Yeates School of Graduate Studies

Policy 152: Graduate Student Academic Consideration and Appeals

Policy 159: Academic Accommodation of Students with Disabilities

RELATED DOCUMENTS:

AAS Student Handbook

Accommodation of Student Religious, Aboriginal and Spiritual Observance Form

Academic Consideration Form

Exam Guide for Professors and Invigilators

Exam Incident Report

Identification Confirmation Form

Test Centre Invigilator Manual

RELATED WEBSITES:

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