

5.23 Time limits

Generally, students must complete a degree program within a number of years equal to twice the length of time it would take to complete the program on a full load basis. Students unable to complete the degree within the time limit must apply for an extension of the degree program to ensure continued eligibility to graduate. Applications for extension will be considered at the discretion of the dean and will normally be granted only in exceptional circumstances.

5.24 Second degrees

Students holding a UOIT degree may pursue a second degree in another area. In addition to meeting all requirements of that degree, at least one additional year of study is required to qualify.

5.25 Final examination policy

This policy provides guidelines for the scheduling and administration of final examinations, as well as the submission, approval, and release of final grades.

Definitions

Final examination – Final examinations as referenced in this document should be interpreted in the ordinary sense of the word; usually covering all, or a very substantial portion of, the material dealt with in one academic term.

Non-comprehensive final examination – An examination held after the end of lectures, covering only the last unit of work completed in a course. These examinations are not administered by the Registrar's office, but they are subject to the rules of scheduling, proctoring, grade submission, and other miscellaneous regulations set out in sections 1, 3, 4 and 5 of this section (5.25).

The purpose of the final examination policy is:

- To enable university faculty and staff to meet their responsibilities regarding the preparation and administration of a final examination through a common final examination schedule.
- To facilitate the timely submission, approval, and release of final grades.
- To outline appropriate cases for deferred, supplementary, and reread of examinations.
- To provide procedures for dealing with violation of examination protocol and emergency situations.

Students must present their current student ID card at each examination. If a student fails to produce their student ID card, they will be required to immediately obtain a substitute card from the Campus ID Services; no extension of the examination will be permitted to compensate for the delay encountered.

5.25.1 Scheduling

5.25.1.1 Study break

No final examinations, tests, or lectures may be administered in the period after the last day of lectures and before the start of the final examination period. In addition, students may not be required to submit term papers, reports, or other assigned materials during this period.

5.25.1.2 Generating the schedule

When submitting the list of course offerings each term, academic units will indicate to the Registrar's office whether a final exam is to be administered in each course section. All final examinations will be scheduled after the last day to add courses in a given term. Scheduling will be conducted in such a way as to optimize the time between each examination for each student.

Courses with multiple sections writing a common examination will be given priority in scheduling to ensure availability of space and to allow instructors sufficient time to grade all papers prior to the deadline for grade submission.

The final examination timetable will be published no later than six weeks prior to the first day of the final examination period.

5.25.1.3 Examination time slots

The final examination period will consist of 10 days. Four examination periods per day, Monday through Saturday will be provided: 8 to 11 a.m., noon to 3 p.m., 3:30 to 6:30 p.m., and 7 to 10 p.m.

Courses in which lectures are held during the evening will normally be scheduled for examination in the evening.

5.25.1.4 Religious observances

Students who are unable to write a final examination when scheduled due to religious obligations may make arrangements to write a deferred examination. These students are required to submit an Application for Deferred Final Examinations for Religious Observances to the faculty office concerned as soon as possible and no later than 15 working days prior to the first day of the final examination period.

5.25.1.5 Deferral

A student who has missed a final examination because of an incapacitating illness, severe family emergency or other compelling reason may apply for a deferred examination. A student needing to defer an examination must submit an Application for Deferred Final Examination to the faculty office, along with supporting documentation, within five working days after the scheduled examination date. Faculties will only grant deferred examinations where sufficient documentation is submitted by the student.

Where the application for deferral is based on incapacitating illness, the student must present a UOIT Medical Statement completed and signed by a duly licensed practitioner and dated no later than 24 hours after the examination date. Failure to provide a UOIT Medical Statement shall constitute grounds for the dismissal of an application under this section.

Faculties may also grant a deferred examination to a student who is scheduled to write and complete three examinations within a 24-hour period. In this case, the exam in the middle of the three is the one that will be considered for deferral. Scheduling is conducted in such a way as to minimize the instance of consecutive examinations for students.

If a technical difficulty prevents the writing of a computer-based examination, the faculty may arrange for a deferred examination for all students in the class.

Deferred examinations will normally be scheduled no later than the end of the first week of classes in the following semester.

If a student who is granted an examination deferral does not write the exam on the scheduled deferred examination date, a grade of zero will be recorded for the final examination unless the student can demonstrate an incapacitating illness, severe family emergency or other compelling reason for a further deferral.

5.25.1.6 Time conflicts

In the event that a student is unavoidably scheduled to write two examinations at the same time and is not eligible for deferral, provision should be made with the Registrar's office to write both examinations consecutively in a secure location.

5.25.2 Administration

5.25.2.1 Alternative exam accommodations for students with disabilities

The Centre for Students with Disabilities (north Oshawa location) and the Student Experience Centre – Disability Services (downtown Oshawa location) work with faculty members to provide alternative exam accommodations for students with disabilities. Common alternative accommodations include extended exam time, oral evaluation, scribing, test clarification, private location, alternative exam format, or adaptive technologies. Students must work with faculty members and Disability Services staff at the appropriate location to identify their specific needs well in advance of the scheduled exam time and be aware of the exam registration deadlines.

Faculty will be advised in writing of those students who have been approved for exam accommodations. Final examinations for these students must be submitted by the faculty to their faculty office three working days prior to the scheduled date of the final exam. The faculty office will subsequently forward the exams to the appropriate Disability Services office. Faculty can obtain completed exams from the Disability Services office the following day.

Students studying at the north Oshawa location will work with the Centre for Students with Disabilities; students studying with the Faculty of Social Science and Humanities or the Faculty of Education will work with Student Experience Centre – Disability Services.

5.25.3 Proctoring

5.25.3.1 Assigning proctors

The faculty will assign individuals to proctor and preside at the examination. Course instructors should normally proctor their own final examinations. If this is not possible, the faculty should assign an alternate who has adequate knowledge of the subject matter being tested.

There should be at least one proctor assigned for every 50 students or part thereof, and at least one male and one female proctor should be present at all times.

5.25.3.2 Time

Course instructors and proctors must arrive at the examination room at least 30 minutes prior to the start of the examination. Students will be permitted to enter the examination room 20 minutes prior to the start of the examination.

For examinations scheduled in a gymnasium, instructors and proctors must arrive at least one hour prior to the start of the examination. Students will be permitted to enter the gymnasium 20 minutes prior to the start of the examination.

If the start of the examination is delayed, the examination will proceed with additional time allowed to compensate for the late start. Students will not be permitted to leave the examination room for the first hour of examinations that are three hours in duration. Students will not be permitted into the examination room after the first hour of an examination. Students arriving after the start of the examination will be permitted to write the exam, but no additional time beyond that given to all students will be granted.

A student may, with the permission of the course instructor or proctor, leave the examination room briefly only if accompanied by a proctor.

No student will be permitted to hand in a paper and leave the examination room within the last 15 minutes of the examination time. All students will remain seated and no student will be permitted to leave the room after this time until all papers have been collected.

5.25.3.3 Identification

Students must present their current student ID card at each examination. If a student fails to produce their student ID card, they will be required to immediately obtain a substitute card from the Campus ID Services; no extension of the examination will be permitted to compensate for any delay encountered. Students will also endorse each answer booklet before writing an examination.

5.25.3.4 Materials

Permissible materials should be communicated clearly to students prior to the last day of lectures for the term. This includes information regarding the use of textbooks, lecture notes, etc. Only those items authorized for use in the examination are to be brought into the examination room. If calculators or other instruments are allowed, instructors should exercise care in specifying the exact type of instrument permitted. Any jackets, hats, bags, knapsacks, etc., are to be left at the front or back of the examination room and may be picked up at the end of the examination. For reasons of security, students should be discouraged from bringing their laptops into the examination room if they are not required for their examination. If students do bring their laptops into the examination room, they should be directed to store them under their chairs. Any other electronic devices, unless explicitly permitted by the course instructor, are not permitted into the examination room. The university is not responsible for lost or stolen items brought into examination rooms.

5.25.3.5 Violation of examination protocol

Where there are reasonable grounds to believe a violation of examination protocol has occurred, the course instructor or proctor has the authority to:

- Remove any materials or devices not authorized for use in the examination and keep such materials until the student has completed the examination.
- Search through personal belongings to remove evidence of the violation (this must be done in the presence of the student and another proctor).
- Ask the student to produce evidence of the violation where the course instructor or proctor believes that he/she has hidden it on his/her person – under no circumstances should the alleged offender be touched.
- Ask the student to move to a seat that is more easily monitored.
- Remove answer books and replace them with new ones.

In all cases, a student should be permitted to finish writing the examination. At the conclusion of the examination, the course instructor or proctor must make a note of the time and details of the alleged offence, including any refusal to cooperate. The course instructor or proctor should explain to the student that the status of his/her examination is in question and set it aside. All evidence should be gathered and turned over to the course instructor. The course instructor and/or proctor must file a complaint of academic dishonesty.

5.25.3.6 Emergency procedures

In the event of an emergency, the course instructor or proctor shall follow the examination emergency procedures provided by the Registrar's office. The course instructor has the authority to extend the examination time to compensate for time lost up to 30 minutes.

If an emergency requires students to leave the examination room, all examination materials will be considered void. All answer booklets will be destroyed without grading. The examination will be rescheduled within the first week of the following term and a new examination script will be prepared.

5.25.3.7 Disruption of examinations

Conduct around the disruption of an examination or conspiring to disrupt an examination shall be dealt with under the UOIT student conduct and disciplinary procedures in non-academic matters and/or criminal or civil proceedings as appropriate.

5.25.4 Grade submission

5.25.4.1 Deadlines

All final grades must be submitted to the Registrar's office within five days of the end of the final examination period.

5.25.4.2 Submission

Faculty members will have access via MyCampus to class lists for those courses for which they were the assigned instructor. All course grades must be entered in this manner.

The faculty will have access via MyCampus to class lists for those courses administered by his/her faculty. Once instructors have entered the grades, the dean will review the grades and/or grade distributions and approve them as entered. This approval will lock the grades so that no further changes can be made. The locking process will result in the submission of final grades to the Registrar's office.

5.25.4.3 Release of grades

Final grades will be released to students via MyCampus.

5.25.4.4 Grade changes

After a final grade has been released, any changes must be made in writing to the Registrar's office. Changes must bear the signature of the course instructor and the dean of the faculty, and must indicate the reason for the change.

5.25.5 Miscellaneous

5.25.5.1 Student access to final examination scripts

Final examination scripts are the property of the university; however, a student has the right to view his/her final examination script and grade. The supervision of the viewing of the examination script is the responsibility of the faculty. A student who wishes to view a final examination script should submit a request in writing to the faculty in which the exam was administered. Unless a clerical error has occurred, an instructor may not make changes to the final grade awarded in a course as a result of such a viewing. If, after viewing the final examination script, the student wishes to dispute the final grade awarded, he/she should submit a grade appeal to the Registrar's office.