

Examinations

Scheduling of Examinations and Responsibility for
Printing

Scheduling of Examinations;
Scheduling Assignments;
Scheduling Tests;
Scheduling Tests/Examinations for HBA and MBA
Programs;
Scheduling Tests/Examinations for Intersession, Summer
Evening and Summer Day and Distance Studies;
Printing of Examinations

Senate

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Senate Committee on Academic Policy

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Requests for special scheduling (e.g., spacing of examinations, specific examination periods, special seating arrangements or room requests, optional examinations, evening requests) must be submitted to and approved by the Dean of the Faculty (or Affiliate Registrar where appropriate) and submitted to the Office of the Registrar by the aforementioned deadline. These requests will be honoured by the Office of the Registrar where possible given the limited number of constraints which can be accommodated. During all examination periods the Registrar is given authority to schedule three examinations per day.

The scheduling of "take-home" examinations must be approved by the Dean of the Faculty. Papers must be submitted to the instructors by the tenth examination day of the examination period. In the case of Spring/Summer Session examinations, papers must be submitted to the instructors on the examination date established by the Registrar.

Examinations will be of two, three or four-hour duration. Requests for permission to schedule an examination of a different duration shall be directed to the Dean of the Faculty. The Dean shall seek the advice of the Registrar before approving such requests.

Final examinations in one-term courses and full-year courses may not be scheduled during the last 3 weeks of classes in any term (15 days, excluding Saturdays and Sundays).

For professional Faculties with sessional dates differing from the standard University term, the following regulations may not apply.

The policy of the University shall be that Departments (or Faculties) be required to ensure that for courses offered under this jurisdiction:

1. No new (i.e., previously unannounced) assignments are introduced in the last six weeks.
2. Notice of the dates and nature of assignments be given to students before the final six weeks of a course.

Intersession, Summer Night and Summer Day examination papers to be printed by the Registrar are to be submitted by the Department to the Office of the Registrar no later than seven days before the first examination period of each session.