
Policy Title:	Final Examinations	Policy Version:	3
Policy No:	5660	Approval Date:	April 23, 2018
Original Submission Date:	2004, revised 2012	Effective Date:	April 23, 2018
Approval Body:	Academic Council	Revision Date:	December 2020

Policy Statement

Ascenda School of Management requires written final examinations in all courses except those in which grades are determined solely on the presentation of seminars or other speeches, submission of essays, portfolios or other research reports or participation in projects where progress can be measured by the instructor. Examinations are given during examination weeks scheduled during the 6th week (Mid-Terms) and 12th week (Finals) of classes during the term. Failure to write the final examination normally leads to a failed standing in the course. At the end of each quarter, examinations are given in all subjects.

This Policy deals with the scheduling, invigilation responsibilities, student behaviour, and other aspects of the examination process for all Ascenda School of Management final examinations.

The examination closes the work of a particular course. Because of the value in bringing about a general view of the whole subject, no student is excused from any final examination for any reason.

Purpose

To protect the integrity of the examination process, everyone involved in this process must respect some basic rules of conduct and accept certain responsibilities. Since the examination process is inherently stressful for students, the process should be managed in such a way as to maximize a student's ability to focus on preparing for and writing their exam(s) and to minimize extraneous sources of confusion and uncertainty.

Scope

Final examinations have an important function in the progression of students through their courses of study. Final examinations are a vital element in students' intellectual development.

The intent and scope of this policy applies equally to all programs and courses at ASM.

The general nature of the final examination in each course is a curricular responsibility of the program.

Within the limits of the course description, the content, weight and general nature of each examination is the responsibility of the faculty member teaching the course, except where a standard final exam is established by the department, in which case these matters are a collective responsibility of all the faculty of a certain discipline.

Exam Rules for Students

Students must abide by the rules for examinations. Any breach or contravention of the rules is deemed to be a misconduct, and as such, reportable under the Policy on Academic Honesty.

The exam rules stipulate that:

1. Students must be present in the exam room at the commencement of the exam.
2. Students are not permitted to enter the exam room 30 minutes after the commencement of the exam.

3. Washroom breaks are not allowed during an exam unless approved by the instructor. Until permission is granted, the students must remain seated at their desk. An invigilator will accompany the student to the toilet. Depending on the number of students on toilet breaks, permission may not be granted immediately. All necessities must be dealt with before the exam begins.
4. All bags must be left outside the exam room or at the front of the exam room or at a place that has been designated for this purpose.
5. No food or drinks are permitted in the exam room except water in clear unlabeled bottles.
6. Mobile phones must be left in the bag and not permitted to be kept on the students.
7. Only permitted writing materials are allowed into the exam room. The exam paper will specify any book or reference material that is allowed to be taken into the exam. All other materials must be left in the student's bag. No dictionaries are permitted unless the exam is an open book exam.
8. Students are responsible for bringing their own materials (calculators, pens, erasers) required for the exam. The ASM office will not lend out any materials to students for their examinations. Scrap paper will be provided to students by the instructor or invigilators
9. Only pens, pencils and erasers are allowed on top of the student's table.
10. Electronic-aided equipment such as an electronic dictionary, laptop, ipad, ipod etc. are not permitted to be used unless the equipment appears on the list of permissible materials on the cover of the exam questionnaire.
11. Once the students enter the exam room, they are not permitted to speak to another student.
12. Students are required to return all papers such as the exam paper, used or unused scrap papers and formula sheets at the end of an exam. Failure to return all papers will result in a mark of zero on the exam.
13. Students who do not obey instructors' and/or invigilators' instructions during an exam will be asked to leave the room immediately and will receive a zero on the exam.
14. Students are not permitted to engage in behaviour that may distract other students from completing the exam. The behaviour includes talking, singing, walking, attempting to copy other students' work and so on.
15. Sharing of any material or items between students is not permitted during an exam.
16. If students wish to leave the exam room early, they must seek permission to do so. Once permission is granted, they must leave the exam room as quietly as possible.
17. All papers used in the exam must be left in the exam room.
18. The instructor/invigilators have the right to disturb students who they believe are asleep as sleeping is not standard behavior during an exam.

Exam Rules for Proctors/Invigilators

1. Each examination will have a designated invigilator (the instructor) who is responsible for monitoring the examination proceedings.
2. The instructor/ invigilator MUST:
 - a. Ensure all exam questionnaires are taken to the exam venue at least 10 minutes prior to the start of the designated exam time.
 - b. Ensure that the exam venue is set up for the exam at least 10 minutes prior to the exam time.
 - c. Ensure that if the student seat allocation is required, the seat allocation list is posted outside the exam venue
 - d. Read through the exam to ensure that no obvious errors are in the printed versions of the exam BEFORE the exam is distributed
 - e. Ensure a copy of the exam rules is printed on every exam questionnaire
 - f. Read out the exam rules at the start of the exam once students are seated
 - g. Inform students of time remaining (at mid-point, 1hr, 30 min, 15 min and 5 min remaining)
 - h. Ensure that the attendance lists are checked. **Note:** Students DO NOT need to sign the attendance
 - i. Be watchful during exams, walk around the classroom and must not leave the classroom at any time.
3. The instructor/invigilator will not use mobile phone during exams
4. The instructor/invigilator who suspects students of cheating can approach the students' desk, quietly mention their suspect behavior and warn the student that further such behavior will result in a warning mark being placed on the top of the paper.
5. The instructor/invigilator who witnesses an incident of a breach in academic honesty must write up the report with as much detail and evidence as possible.
6. The instructor/invigilator has the right to remove a student from the exam venue if they are being disruptive to other students.

7. The instructor/invigilator has the right to disturb students who they believe are asleep as sleeping is not standard behavior during an exam.

Deferred Examinations

Students who are unable to write final examinations because of illness or other circumstances beyond their control (include death or serious illness in the immediate family, illness of the student, and, provided previous notification is given, observance of regularly scheduled religious obligations, or whose performance on the examination has been impaired by such circumstances, may, on application, be granted permission to write a deferred final examination. Such application must:

1. be made in writing to the Office of the Registrar;
2. be submitted within one week of the scheduled examination date; and
3. be supported, in the case of illness, by a medical certificate¹ or by appropriate supporting documentation² in other cases.

The reason for deferral of an exam with corresponding supporting documents will be carefully studied and the decision to allow for a deferral exam will be made accordingly. There is normally a fee for a deferred examination. The deferred examination fee is published in the Charges and Fees section of the Academic Calendar. The deferred exam fee will be assessed upon approval of the deferred examination and is due no later than five (5) days prior to the deferred examination date. Failure to pay this fee may result in cancellation of the deferred examination

Travel arrangement and misreading the examination schedule are not valid reasons for requesting a deferred examination.

Early Examinations

Since the final examination schedule is published quarterly at the time of course selection and enrollment, students are expected to make their academic plans in light of known personal circumstances that may make certain examination times difficult for them.

An instructor shall not schedule a final class examination before the beginning of finals week. An instructor shall not, except in very unusual circumstances, grant permission to individual students for an early examination

The Dean is solely responsible for determining whether a student's absence from a final examination is excused. In emergency situations, students who are unable to contact their professors must contact the Registrar's Office. The dean will determine whether or not an exam excuse is warranted.

Make-up exams for approved exam excuses are administered in the 5th week of the subsequent term. The Registrar's Office informs students by email of the date, time, and location of make-up exams.

¹Medical certificates must be signed and dated by a health practitioner on the day of the final examination except in cases of serious illness or surgery where the recovery time extends beyond the date of the examination. The medical certificate must contain the following information: patient name, the date(s) and time(s) of an examination, the date(s) of illness, the expected time of convalescence, health practitioner signature and business stamp, and a statement that clearly states an inability to write an exam on the specified examination date.

²Supporting documentation consists of official documents or letters that support the explanation for your request. Failure to provide suitable documentation will result in the request being delayed or denied.

Permission for a deferred examination will not be given unless the student is in good standing in the course. If deferred examination permission is granted, the course grade will be "IN" (Incomplete) if the student is in satisfactory status in the course; otherwise, the grade will be "F."

Incompletes

In cases where a student has outstanding work in a course other than a final exam, a course instructor may choose to grant a grade of Incomplete. As noted above, only an authorized dean may excuse a student from a scheduled final exam. The authority to grant an Incomplete rests with the course instructor, who may simply enter a notation of IN when submitting a student's final grade.

The incomplete grade must be removed by the end of the subsequent term/quarter; the "IN" will automatically be changed to the grade of "F" if the course is not completed by this time

1. If the student is unable to take an examination on the scheduled date, the procedure outlined in the following paragraph should be followed.
2. A student absent from any examination through sickness or other cause, judged by the instructor to be unavoidable, shall be given an opportunity to take a rescheduled examination or perform work judged by the instructor to be the equivalent.

Note: There is no provision for retake of a final examination. (Students are therefore encouraged to prepare scrupulously for this comprehensive examination.)

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Final Exam	A comprehensive 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 evaluation.
Web-based exam	Type of exam that is accessed over a network connection.

Related legislation

"Type Here"

Related policies

Policy Number	Policy Title
5600	Policy on Academic Honesty
5655	Student Code of Conduct

Responsibility & Procedures

Monitoring and enforcement of this policy is the responsibility of each faculty, Academic Coordinators, and the Deans. Faculty members are expected to include information regarding the nature and weight of the final examination on the course outline. This information must be supplied to all students in each course.

Final examinations must be given at the officially scheduled time, day, and place as published in the schedule of classes. In rare and pedagogically justifiable cases, a faculty member may request permission to change the time of a final examination. Such a change cannot be made unless it is approved by the dean.

A period of at least two hours is to be allocated for each final examination period for on ground courses. Faculty members are urged to make full use of that time to the extent appropriate based on course credit hours. If students will not be given the full examination time period to complete the final examination, such information must be supplied to all students in the course on the course syllabus.

Cancelled final examinations (due to weather or other emergency) will be rescheduled for the next available weekday(s) following the end of the regularly scheduled final examination week.

Course Instructors will:

1. Submit two (2) versions of their final exam – one for use as part of the regular exam process and one for use during exams that have been deferred as part of approved deferred exams accommodations. In cases where a second exam has not been submitted, the same exam will be used for all deferred exams.
2. Supervise their exams in accordance with this policy. Where it is not possible for an instructor to attend a final exam, they are responsible for designating a replacement satisfactory to their Dean.
3. Submit final grades on time in accordance with the instructions from the Registrar's Office.
4. Keep marked exam papers for at least three quarters (9 months).

Students will:

1. Note the dates published each quarter for the formal exam periods of the following year and make every effort to be available during that time frame.
2. Be familiar with policies pertaining to the basis of applying for academic concessions.
3. Arrive at the correct times and locations for all scheduled exams. It is to be understood that misreading the exam schedule will not be accepted as a reason for a deferred exam.
4. Verify what materials (e.g. calculators, textbooks, etc.) are permissible for their exams and bring into the examination location only those aids/resources that have been specified by the course instructor.
5. Abide by the exam rules as contained in this policy and as printed on each exam questionnaire cover.

The Dean is solely responsible for determining whether a student's absence from a final examination is excused. In emergency situations, students who are unable to contact their instructors must contact the Registrar's Office. The dean will determine whether or not an exam excuse is warranted.

Make-up exams for approved exam excuses are administered in the 5th week of the subsequent term.

APPENDICES

Policy Title:	[Type text]		
Policy No:	[Type text]	Policy Version:	[Type text]
		Approval Date:	[Type text]
Original Submission Date:	[Type text]	Effective Date:	[Type text]
Approval Body:	[Type text]	Revision Date:	[Type text]

[Type text]