

Compilation of Regulations Regarding Examinations

- **Policy on examinations at Acadia**

The year is divided into two terms. December examinations are required in 3h courses given in the first term and in all 1000-level 6h courses. December examinations may also be required in any other 6h course, at the discretion of the department or school. Final examinations are held in April in all 6h courses and in second term 3h courses.

Examinations are conducted, as a rule, by written papers. However, alternative means of examination and evaluation may used.

However, whether an examination is given or not at mid-year, a grade list must be submitted in all courses by established deadlines.

- **Administration of examinations**

- The Registrar shall provide the department heads and directors with a timing schedule for examinations.
- Department heads and directors are responsible for:
 - responding to the timing schedule, as submitted by the Registrar to the departments and schools, with requests for examination rooms, such requests to be coordinated by the Registrar;
 - departmental examination preparations and the submission of one copy of these examinations to the Registrar **two working days** in advance of each examination;
 - administration of the examinations, i.e. proctoring duties.

- **Take-home examinations**

Take-home examinations may be used for any course, providing the student is allowed the entire examination period to complete them, and that the completed examination is submitted to the instructor on or before the last day of the regularly scheduled examination period. The option of whether or not take-home examinations are used is a departmental decision.

- **Mid-term examinations**

Mid-term examinations (i.e. tests) are at the discretion of the instructor, department, or school. However, students are to be provided with their standing in the course at least 5 days before the last day to drop a course without academic penalty.

- **Location of Unmarked Examination Booklets**

Unmarked examination papers shall not be removed from mainland Nova Scotia and faculty members should not depart prior to completing their marking without the permission of their dean.

- **Old examination booklets**

Examination booklets are to be stored for one year from the time the exams were written. In the case of faculty members leaving Acadia, their examination booklets should be turned over to their department head or director.

- **Special examinations**

Examinations

December examinations are held for all first term courses, for all 1000-level courses, and may be required in any two-term course. Examinations are held in April for all second term and all two-term courses. Examination schedules are posted in September and January. The final examination may be conducted as a formal scheduled examination or as a take-home examination. In the case of a take-home examination students are allowed the whole examination period to complete them and must submit their papers no later than the day of the last scheduled examination.

Special Examinations

A student, who, because of unavoidable circumstances, was detained or rendered unfit to write a required examination, may request a Special Examination.

1. Special Examinations for medical reasons
 - a. A student who wishes to have such a request considered must within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) the intention to request a special examination and within one week after the end of the examination submit to the Registrar a written request for a Special Examination. This request must be accompanied by an explanation of the circumstances that made it impossible for the student to write the regular examination and a medical doctor's report.
2. Special Examinations for non-medical reasons
 - a. A student who wishes to have such a request considered must within 48 hours after the end of the examination, report, or have a representative report, to the Registrar (in writing if possible) the intention to request a Special Examination and within one week after the end of the examination submit to the Registrar a written request for a special examination. This request must be accompanied by an explanation of the circumstances that made it impossible for the student to write the regular examination and any supporting documentation.
 - b. After reviewing the written request and accompanying documentation, the Registrar will consult with the course instructor as to the legitimacy of the request.
 - c. Should the Registrar and the course instructor agree that the student be allowed to write the final examination, the procedures outlined in point 3 of this section shall be followed.
 - d. Should the Registrar and the course instructor agree that the student not be allowed to write the final examination, the Registrar shall communicate that decision to the student in writing, apprising the student of the right to appeal the joint decision.
 - e. A student who wishes to appeal the joint decision of the registrar and the course instructor must do so in writing to the Admissions and Academic Standing Committee (Appeals) through the VPA within seven days of receiving the decision.
 - f. Should the Registrar and the course instructor disagree, the matter shall be referred to the Admissions and Academic Standing Committee (Appeals).
 - g. Where the student is appealing the joint decision of the Registrar and the course instructor, the Admissions and Academic Standing Committee (Appeals) shall convene within a reasonable length of time of the VPA's receipt of the written appeal, based upon the circumstances.
 - h. Where the Registrar and the course instructor disagree, the Admissions and Academic Standing Committee (Appeals) shall convene within a reasonable length of time of the meeting between the Registrar and the course instructor, based upon the circumstances.
 - i. The Admissions and Academic Standing Committee (Appeals) shall meet individually with the Registrar, the student, and the course instructor before rendering its decision in camera.
 - j. The decision shall be made by simple majority and it shall be binding.
 - k. The decision shall be communicated in writing to the Registrar, student, and course instructor.
 - l. Should the committee decide to allow the Special Examination, the procedures outlined in point 3 of this section shall be followed.
3. The responsibility for setting and conducting special examinations will lie with schools and departments. Special examinations should be completed as soon as possible and normally (i.e. wherever possible) by the end of the January immediately following for December exemptions and by the end of the May immediately following for April exemptions.

Re-read Procedure

Any request to re-read an examination paper (or its equivalent in a course using an alternative form of assessment) must reach the Registrar within 30 days after release of the final examination results. The request must be accompanied by a fee of \$10 which will be refunded only if the mark is raised. All requests for a re-read will be directed by the Registrar to the director or head concerned for implementation. Re-reads of examinations will be conducted by the head/director of the unit involved and a second faculty member who has expertise in the subject area, after consultation with the original instructor. In the event that the head/director is the instructor, the dean will designate a replacement to conduct the re-read.

Re-reads may be requested in any or all courses in which a student is registered without reference to class standing or the final grade assigned. A re-read of a mid-year examination will be granted only after consultation with the head of the department or director of the school concerned. A student who requests a re-read in a course forfeits the grade originally assigned.

Students have the right to review a written examination paper in the presence of the instructor.