

## D33 - ASSESSMENT PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Category:</b>	D. Student and Academic
<b>Parent Policy:</b>	D33: Assessment Policy
<b>Approval Date:</b>	March 16, 2023
<b>Effective Date:</b>	March 16, 2023
<b>Procedure Owner:</b>	Vice President Responsible for Academics

<b>Overview:</b>	The provision and administration of inclusive, transparent, and consistent assessments and evaluations create a positive learning environment and student experience based on principles of academic integrity and is accomplished through the following procedures.
<b>Procedures:</b>	<p><b>Instructor Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. At the beginning of the course, instructors will communicate to students the intended dates for all summative assessments worth more than 10%.</li> <li>2. Instructors will provide feedback and return feedback to students in a timely manner to be applicable and useful for student learning. A final exam grade does not need to be returned to students.</li> <li>3. Feedback is provided on assessments completed by the course term midpoint. Midpoint feedback is required for students to make decisions regarding their academic success. Students should receive a minimum of 20% of their final grade by the midpoint of the course.</li> <li>4. A final exam shall be worth no more than 50% of the students' final grade. Exceptions may be considered and approved by the Program Curriculum Committee and Dean/Associate Dean with guidance from the Teaching &amp; Learning Centre of Innovation.</li> <li>5. For Term-based 15-week courses, final grades must be submitted to the Office of the Registrar by 4:30 p.m. on the second working day after the end of the final exam period.</li> <li>6. For Spring and Summer Term courses and for courses not following the Term-based 15-week format, all final grades must be submitted to the Office of Registrar by 4:30 p.m. on the second working day following the last day of class. The responsibility for communicating official final grades to student's rests with the Office of the Registrar.</li> </ol>

### **Final Exam Procedures:**

Final Exam Period for courses following the Term-based 15-week format:

1. For a course to have a quiz, test or final exam assessment during the final exam period, it must be indicated on the course outline.
2. The Office of the Registrar will schedule all quizzes, tests and final exams for the final exam period and will provide a first draft to Associate Deans. The final version will be published to Instructors, Associate Deans and students by the end of the second month of the Term.
3. All final exam period assessments will be scheduled in three (3) hour blocks.
4. All attempts will be made to schedule assessments for sections of the same course at the same time.
5. Students will not be required to attend classes or engage in any other scheduled activities during the final exam period, unless approved by the Dean/Associate Dean with timely notice to students.
6. In courses where there is a final exam, no quizzes or tests can be held in the last three (3) working days prior to the final exam period.
7. Assignments and projects must be assigned prior to the last five (5) working days before the final exam period and must be due on or before the first day of the final exam period.

Final Exam Period for courses in the Spring and Summer Terms and for courses not following the Term-based 15-week format:

1. The final exam period is the last three (3) working days of the course.
2. An assignment, project, quiz, or test may be held any time during the course or during the final exam period. Final exams are limited to only the final exam period.
3. For a course to have a final exam during this period, it must be indicated on the course outline.

### **Student Responsibilities:**

1. Students must not plan activities or make travel arrangements that conflict with the final exam period.
2. Students are expected to arrive on time. Students will not be admitted to the room after the assessment has commenced. At the discretion of the Invigilator, students may be admitted to the room after commencement.
3. Students must be prepared to provide valid Olds College Student photo ID or other official photo ID upon request from the Invigilator. Students who do not have official photo ID will be permitted to write the assessment but are required to produce appropriate ID to the Dean/Chair or his or her designate within one (1) business day, or the results will be void.
4. Students must ensure that electronic devices are turned off and out of sight in the room unless otherwise indicated by the course Instructor/Invigilator.
5. Students can ask the Invigilator for clarification if aspects of the assessment are unclear but should be aware that invigilators will not answer any questions that infringe upon academic integrity.
6. Students will not communicate with anyone in any manner whatsoever, unless permitted by the Invigilator.

7. Students must cease all work at the conclusion of the assessment. The Invigilator may seize the work of students who fail to observe this requirement and a penalty may be imposed at the discretion of the Instructor.

Change of Time and/or Location Requests:

1. Students are expected to make themselves available at the scheduled date, time and place. Under extenuating circumstances (critical personal or family illness, religious observance or other serious circumstances beyond the control of the student) a student may apply in writing to the Registrar to have the date, time and/or location altered.
2. When requests for special consideration are received in writing, the Registrar will work in a timely manner to make a decision and communicate it to the student and Associate Dean. Timeframes will vary according to the complexity of the issue. If approved, students may be required to write a modified assessment or meet any other conditions that may be set by the Registrar in consultation with the appropriate faculty member/Dean/Associate Dean. The decision to approve any application is at the sole discretion of the Registrar.
3. Students with extenuating circumstances are responsible for providing, in writing, information/evidence to the Registrar to ensure that an informed decision is made.
4. Requests must be made at least four (4) weeks prior to the start of the final exam period. Exceptions may be made for unexpected critical personal or family illness or other serious circumstances beyond the control of the individual.
5. Students with scheduling conflicts must report the conflicts, in writing, to the Office of the Registrar at least four (4) weeks prior to the start of the final exam period. A conflict is considered to exist when a student has two assessments that are scheduled to be written at the same time on the same day.

Invigilator Responsibilities:

1. All assessments scheduled for the same time in a given room must commence at the same time.
2. Invigilators will be familiar with the assessment so that clarification can be provided to students if requested and help students in any way that does not infringe on the integrity of the exam.
3. Invigilators will ensure that the assessment is conducted in accordance with the Olds College Assessment Policy.
4. Invigilators will ensure seating arrangements for the students respect the integrity of the assessment process.
5. If students are unknown to the Invigilator, the Invigilator may request an official photo ID from the student.
6. The Invigilator must make every effort to remain in the room. If assistance is required during the assessment, the Invigilator is responsible for contacting appropriate support.
7. Invigilators will assume responsibility in the event of an emergency

	<p>situation and will follow appropriate emergency protocol. In such events, safety and security always take priority over other considerations. All materials should be left in place. It is the responsibility of the Invigilator to determine whether the assessment can be restarted or canceled and a make-up assessment scheduled. When possible, the Invigilator should contact the Dean/Associate Dean for assistance in making the decision.</p>
<b>Definitions:</b>	<p><b>Invigilator:</b></p> <ul style="list-style-type: none"> <li>● Instructor of the course unless otherwise approved by the Dean/Associate Dean.</li> <li>● Test Centre personnel</li> </ul>
<b>Related Information:</b>	<p>D33 - Assessment Policy          D31 - <a href="#">Academic Integrity Policy</a></p>
<b>Review Period:</b>	<p>Every 5 years</p>
<b>Revision History:</b>	<p>February 9, 2017          March 16, 2023</p>