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MEMORANDUM

ATTENTION Senate
FROM Paul Kingsbury, Vice-Chair
Senate Committee on Undergraduate
Studies
RE: Examination Policy (*SCUS 25-109*)

DATE July 4, 2025

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A handwritten signature in black ink, consisting of several loops and a final flourish.

Action undertaken by SCUS on July 3, 2025, gives rise to the following recommendations:

Motion

That Senate approve, effective Fall 2026, the changes to Policy T20.02 Final Examinations as outlined in the appendix.

EXAMINATION POLICY

POLICY INFORMATION

Policy Number:	T20.02
Policy Sponsor:	
Original Effective Date:	March 1984
Date of Last Review:	October 1992
Most Recent Amendment Effective Date:	June 2025
Associated Procedures:	GP 04

1.0 BACKGROUND AND PURPOSE

- 1.1 This policy delineates the stipulations for scheduling examinations, i.e. (i) exams conducted during class sessions prior to the official Final Examination Period (In-term), (ii) Take-Home Examinations, and (iii) Final Examinations conducted within the designated Final Examination Period.
- 1.2 On principle, students must be informed of significant/major examinations scheduled during class time to allow adequate study time or for assignment completion.

2.0 DEFINITIONS

- 2.1 **Academic Unit Head:** The Department Chair, or the Academic Director/Associate Dean for non-departmentalized faculties.

Examination Conflict occurs when a student has overlapping or simultaneous Final Examinations.

Examination Scheduling Hardship occurs if a student has (i) three or more exams within 24 hours from the start of the first to the start of the last exam, or (ii) two back-to-back exams at different campuses (Burnaby, Vancouver, Surrey, or online).

Final Examination: An oral, written, or practical assessment administered following the end of the academic term contributing more than 15% to a student's final grade.

Final Examination Period: The designated time frame in December, April, June (Intersession), and August for Final Examinations as outlined in the Academic Calendar and coordinated by the Registrar. This period does not include the designated break between the last day of classes and the first day of the Final Examination Period.

In-Term Examination: An assessment (oral, written, or practical) completed during a single class period within the term, such as a mid-term exam or quiz.

Practical Exam: An assessment designed to evaluate a student's ability in a practical setting such as a laboratory, studio, or field settings.

Take-Home Examination: An assessment given to students at least 24 hours prior to the due date, completed outside of the supervised classroom setting, and must be due during the term.

Take-Home Final Examination: An assessment completed outside of the supervised examination setting assigned to students at least 48 hours prior to the due date. It must not be due prior to the end of the first day of the Final Examination Period.

3.0 SCOPE AND JURISDICTION

- 3.1 This policy applies to all undergraduate courses, regardless of delivery mode.
- 3.2 Practical Exams or other forms of end-of-term assessments (e.g., term projects, essays, presentations, performance, etc.) that cannot be tested during Final Examination Periods, are exempt provided students are informed of the practical exam requirements and schedule at the start of the term through the course outline.

4.0 POLICY

- 4.1 In-term Examinations that account for more than 15% of the total grade must not be scheduled during the two weeks (14 days) prior to the last day of classes for the fall, spring, and summer terms, or during one week (7 days) prior to the last day of classes of intersession/summer sessions as listed in the academic calendar.
- 4.2 Take-Home Final Examinations assigned before the start of the Final Examination Period must be due during the Final Examination Period.
- 4.3 In-Term Examinations held during regular class hours must not exceed the duration allocated for the class.
- 4.4 The schedule of any In-Term Examinations held outside regular class time must be included in the official course schedule and clearly stated in the course outline. An alternative must be provided for students unable to take unscheduled In-Term Examinations held outside of class time.
- 4.5 A student with an Examination Hardship will receive a new date and time for one of the Final Examinations causing the hardship from the instructor or department/faculty.
- 4.6 The scheduled time for Final Examinations may not be changed by the instructor. Any changes due to extenuating circumstances such as university closure will be directed by the Registrar's office as per Policy GP 04.
- 4.7 In extremely rare cases when a Final Examination schedule needs to be changed or canceled, the instructor must get approval from the Academic Unit Head and Faculty Dean. The academic unit must consult the Registrar's office for rescheduling options. Once finalized, the academic unit must inform students of the new exam day, time, and location. Instructors must accommodate any students facing exam hardships due to the rescheduling.

5.0 INTERPRETATION

- 5.1 Questions of interpretation or application of this policy or its procedures shall be referred to the Vice Provost and Associate Vice President, Academic whose decision shall be final.

6.0 REVISION HISTORY AND MANDATED REVIEW DATE

- 6.1 The Senate Committee of Undergraduate Studies (SCUS) under delegation of the Vice President Academic will undertake a systematic approach to monitoring and evaluating this policy and its

associated procedures and practices. This includes but is not limited to reviewing this policy at least once every three years.

Date	Description/Key Changes
July, 2025	policy updated in its entirety
Mandated Review Date	
July, 2028	