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STANDARDS AND REQUIREMENTS FOR RESCHEDULING OR REPEATING A FINAL EXAM

PURPOSE AND/OR RATIONALE

The purpose of this document is to articulate the standards, requirements, and process through which Camosun College students can request to reschedule a final exam or repeat a final exam.

STANDARDS AND REQUIREMENTS FOR RESCHEDULING A FINAL EXAM

1. Rescheduling a Final Exam Due to Scheduling Issues

When a student has more than two Final Exams scheduled on one day, the student is to contact the instructor(s) to discuss alternate arrangements.

2. Rescheduling a Final Exam Due to Personal Emergency or Extenuating Circumstances

Rescheduling a Final Exam due to personal emergency or unforeseeable extenuating circumstances that are beyond the student’s control may be provided to the student at the discretion of the course instructor. Students may be asked to provide documentation to support their request to reschedule a Final Exam.

All Final Exam rescheduling requests due to personal emergency or unforeseeable extenuating circumstances, with a few exceptions, must be made prior to attempting the scheduled exam. Requests for rescheduling a Final Exam will not be considered once the student has attempted the Final Exam.

Examples of personal emergency or unforeseeable extenuating circumstances include, but are not limited to:

- a. A sudden physical or mental illness (including an infection with Covid-19),
- b. A serious injury or ailment to the student or significant other,
- c. Bereavement (e.g. death of a family member or close friend; supporting a dying family member or close friend),
- d. Traumatic life event (e.g. family breakdown; domestic violence, sexualized violence; for sexualized violence, please see Camosun's [Sexualized Violence and Misconduct policy and procedures](#)),
- e. Adverse local weather conditions that make it difficult for the student to be present in-person for the Final Exam (e.g. snow or flooding that makes travel dangerous),
- f. Civic responsibility (e.g. jury duty, being required to report to a government office for immigration or citizenship proceedings),
- g. Religious observance, participation in sincerely-held religious activities, and/or celebration of significant religious holidays;
- h. Participation in Indigenous ceremony or cultural activity and/or obligations that requires the student to be absent from the College for the examination,
- i. Required participation as a team member in scheduled games of a College athletic team or for participation in College-sanctioned student activities (e.g. academic competitions).

The following are generally not appropriate examples of personal emergency or extenuating circumstances:

- a. Personal or family events (weddings, birthdays),
- b. Planned vacation or scheduled flights for trips.

Should the rescheduled Final Exam require an exam deferral (i.e. completing the exam at a later date), all attempts will be made to schedule the exam at the earliest convenience and within the established examination period.

All deferred Final Exams must be written within **four (4) weeks** of the original scheduled Final Exam. Extensions to this four (4) week period will only be considered for exceptional reasons and will require written approval of the Dean/Director.

3. Rescheduling a Final Exam for Students Who Are Absent for a Final Exam

A student who misses a Final Exam due to personal emergency or an extenuating circumstance must inform their instructor and request to defer the Final Exam no later than **forty-eight (48) hours** following the scheduled Final Exam. Students must provide their instructor with a rationale for missing the Final Exam. Documentation may be requested by the instructor to support the student's request. Based on the rationale (and any submitted documentation), instructors will determine if the student is provided the opportunity to reschedule their final exam due to the absence.

All attempts will be made to schedule the missed exam at the earliest convenience and within the established examination period.

All missed Final Exams must be written within **four (4) weeks** of the original scheduled Final Exam. Extensions to this four (4) week period will only be considered for exceptional reasons and will require written approval of the Dean/Director.

4. Rescheduling a Final Exam for Students with Disabilities Seeking Academic Accommodations

Students who are registered with the Centre for Accessible Learning (CAL), must follow the [Academic Accommodations for Students with Disabilities policy](#) and report their request for accommodated exams within the deadlines (posted each term). CAL will work with course instructors to reschedule Final Exams at the student's request.

STANDARDS AND REQUIREMENTS FOR FINAL EXAM REPEATS

1. Students should notify the instructor(s) at the earliest opportunity of their personal emergency or extenuating circumstance, the timeliness of which may be considered in adjudicating a corresponding request to repeat a Final Exam. In all cases, requests must be received no later than **two (2) business days** of the final mark being posted on myCamosun.
2. Final Exam repeat requests will generally only be considered for a student who has undergone a personal emergency or extenuating circumstance. Students may be asked to provide documentation to support their request to repeat a Final Exam. Examples of a personal emergency or extenuating circumstance that may warrant a Final Exam repeat include but are not limited to:
 - a. A sudden physical or mental illness,
 - b. A serious injury or ailment to the student or significant other,
 - c. Bereavement (e.g. death of a family member or close friend; supporting a dying family member or close friend),
 - d. Traumatic life event (e.g. family breakdown; domestic violence, sexualized violence; for sexualized violence, please see Camosun's [Sexualized Violence and Misconduct policy](#) and [procedures](#)).
3. Students are encouraged to provide documentation, if possible, to support their request to repeat their exam.
4. It is recommended that instructors are consistent in their practice around issuing a final grade after a Final Exam Repeat. Instructors may:
 - a. Calculate the average mark from the first attempt on the final exam and the repeated attempt on the Final Exam. This average will be used to calculate the final grade on the course; OR
 - b. Provided the student passes the repeated final exam, assign the minimum passing grade on the repeated exam required to pass the course; OR
 - c. Assign the highest grade of the two final exam attempts.

5. In the event that the student is approved to repeat a Final Exam, an “Incomplete” (I) grade will be placed on the student’s record until the student has rewritten the Final Exam. Please see Camosun’s [Grading policy](#) for details on assigning “Incomplete” (I) grades and how to convert a temporary grade to a final grade.
6. All repeat Final Exams must be written within **four (4) weeks** of the original scheduled Final Exam. Extensions to this four (4) week period will only be considered for exceptional reasons and will require written approval of the Dean/Executive Director/Director.
7. Final Exam repeat requests due to sexualized violence will be considered under the [Sexualized Violence and Misconduct policy](#).

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [Academic Accommodations for Exams](#)
- [Centre for Accessible Learning](#)
- [E-1.14 Grade Review and Appeals policy](#)
- [E-1.14.1 Process for Requesting Grade Review and Appeals](#)
- [E-1.17 – Final Exam Reschedule and Repeat policy](#)
- [E-1.5 Grading policy](#)
- [E-2.11 Academic Accommodations for Students with Disabilities policy](#)
- [E-2.9 Sexualized Violence and Misconduct policy](#)
- [E-2.9.2 Sexualized Violence and Misconduct Procedures](#)
- [Guidelines: Camosun College Support Person](#)