

POLICY TITLE	Final Exam Reschedule and Repeat
POLICY NUMBER	E-1.17
APPROVAL DATE	November 16, 2022
EFFECTIVE DATE	January 1, 2023
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	2027
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Deans/Directors
SUPPORTING DOCUMENTS	E-1.17.1 Standards and Requirements for Rescheduling or Repeating a Final Exam

## FINAL EXAM RESCHEDULE AND REPEAT

### PURPOSE

The purpose of this policy is to provide clear direction to Schools, instructors, and students on the rights and responsibilities with respect to Final Exams. Moreover, this policy articulates Camosun College's values, principles, and conditions around rescheduling Final Exams and repeating Final Exams.

### POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies to all Camosun College courses in which there are Final Exams at the end of the course.

This policy does not apply to final term assignments, presentations, group projects, or any final evaluation that is not a Final Exam. This policy also does not apply to midterms, quizzes, assignments, or group projects or other term work (see definition).

This policy also does not apply to final exams that are administered by authorized professional governing bodies, trade licensure bodies, or industry training authorities.

This policy is not intended to be used to request a review of a course grade or the grade on a Final Exam. To request the review of a final course grade, please refer to the [Grade Review and Appeals policy](#) and its associated [processes](#).

## DEFINITIONS

1. **Exam Reschedule:** An allowance, granted to a student under extenuating circumstances, in which the student is permitted to write their final exam at a date or time other than the scheduled date and time of the exam.
2. **Exam Repeat:** A privilege, granted in exceptional cases to a student under extenuating circumstances, in which the student is permitted to repeat or rewrite their final exam (or an alternate version of the final exam) after already having completed the exam.
3. **Final Exam:** A terminal, often timed evaluation at the end of a course, scheduled during the established examination period. The examination period may be different for programs that fall outside of the normal semester cycle.
4. **Personal Emergency/Unforeseeable Extenuating Circumstance:** Instances that are beyond a student's control and may negatively impact a student's academic performance. See policy supporting document for examples of personal emergency or unforeseeable extenuating circumstances that are considered for exam reschedules and repeat requests.
5. **Term Work:** All constituent evaluations that are used to calculate the final grade.

## PRINCIPLES

1. Camosun College is committed to evaluating student learning in a fair and equitable manner and acknowledges that Final Exams are one of the many ways in which students can demonstrate their learning. The intended outcome of this policy is to advocate for compassion for students experiencing personal emergencies or unforeseeable extenuating circumstances during final exams, promote consistency in practice around rescheduling final exams or allowing a student to repeat a final exam, and informing students and instructors of their rights and responsibilities in the event a final exam reschedule or repeat is requested.
2. All Final Exams will occur during the final exam period. Students are expected to write tests and final examinations at the scheduled time and place. Final Exam schedules will be posted. Where possible, students will write no more than two Final Exams on the same day.
3. Camosun College understands that a personal emergency or an unforeseeable extenuating circumstance that is beyond the student's control may arise, making it challenging for the student to undertake a Final Exam at its scheduled date or time. Under specific conditions and circumstances, a student may be permitted to reschedule a scheduled Final Exam. If a student is experiencing a personal emergency or an unforeseeable extenuating circumstance prior to a

Final Exam, the student is encouraged to speak to their instructor to explore opportunities to reschedule the exam, if possible and appropriate.

4. Camosun College acknowledges that a personal emergency or an unforeseeable extenuating circumstance that is beyond the student's control may significantly jeopardize the student's performance on a Final Exam to the point of failure in the course. Under specific circumstances, and if possible and appropriate for the course or program, a student may be permitted, one time, to repeat or reattempt a Final Exam. Exam repeat opportunities articulated in this policy are privileges afforded to the student by their instructors and by the College. The privilege to repeat a Final Exam should generally only be considered for students whose final exam performance, due to personal emergency or extenuating circumstance, represents a significant departure from previous academic course work and results (or is likely to result) in disproportionate adverse consequences (e.g., course failure, program progression.)

If a student is experiencing a personal emergency or an unforeseeable extenuating circumstance prior to the exam, it is best for the student to explore opportunities to reschedule the Final Exam with their instructor instead of attempting the Final Exam.

5. Instructors have discretion over whether they will provide an opportunity for a student to reschedule or repeat the final exam based on the standards and requirements outlined in this policy. Instructors and students are encouraged to work collaboratively to meet students' requests where possible and appropriate. Instructors must be able to accommodate the student request to reschedule or repeat a final exam within their course section duties or have made alternate arrangements with the department or school.
6. When requesting the rescheduling of a Final Exam or a Final Exam Repeat opportunity, students must meet the conditions and requirements set out in this policy. Student are encouraged to seek guidance from approved [support persons](#) should they require it.

## **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-1.17.1 Standards and Requirements for Rescheduling or Repeating a Final Exam](#)
- [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](#)