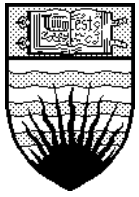


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:
O-103

OKANAGAN SENATE
c/o Enrolment Services
University Centre
UBC Okanagan campus

Number & Title

O-103: *Use of the Formal Examination Periods*

Effective Date:

1 January 2026

Approval Date:

25 September 2025

Review Date:

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *responsible committee*.

Responsible Committee:

Okanagan Senate Academic Policy Committee

Authority:

University Act, S. 37(1)

“The academic governance of the university is vested in the senate and it has the following powers:

...(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations; ...

...(s) to make rules respecting the conduct and financing of examinations referred to in paragraph (r) and other examinations conducted by the senate under any other Act;” ...

Purpose and Goals:

The goal of this policy is to provide for consistent, fair, and equitable

treatment of *examination candidates*, as well as to clarify the expectations with regard to the scheduling of *examinations* around the *formal examination period*.

Applicability:

This policy applies to all *formal examinations* and *in-term examinations* associated with credit-based *courses* at the University.

Exclusions:

Formal examinations conducted in graduate programs and in postbaccalaureate professional programs are excluded from this policy.

Definitions:

For the purposes of this policy:

- *Course* shall mean course of instruction.
- *Examination Candidate* shall mean a student undertaking a *formal examination* for a course in which he or she is enrolled.
- *Examinations*:
 - o *Formal Examination* shall mean an oral, written, or practical assessment that contributes toward the determination of a final grade or standing in the respective *course*, and that is scheduled by the Registrar, and time-limited, with invigilation provided.
 - o *In-term Examination* shall mean any examination held during class-time or scheduled outside of class-time, during the *Winter* or *Summer Sessions*.
- *Formal Examination Periods* shall mean the periods when formal examinations are scheduled (normally, in December, April, June, and August) as delineated in the Academic Year by the Registrar.
- *Winter Session* shall mean the period of study that begins in September and ends in April.
- *Summer Session* shall mean the period of study that begins in May and ends in August.

Policy:

- 1) Faculties are urged to make full use of the *formal examination periods* as scheduled in the *Winter* or *Summer Session*.
- 2) Unless the relevant dean and head, for sound academic reasons, grants an exemption, all *courses* designed for first- and second-year students be examined in the *formal examination periods*.

- 3) The holding of any *examination, formal or in-term*, is forbidden during:
 - a. The two (2) weeks preceding the *formal examination periods* of the *Winter Session*, usually held in December and April; and,
 - b. The one (1) week preceding the *formal examination periods* of the *Summer Session*, usually held in June and August.

This restriction does not apply to regular weekly or bi-weekly tests or to traditional and current practices in laboratories.

- 4) Faculties are urged to curtail the use of the “take-home” *examination*, both in the extent of its administration and in the weight assigned to it in the calculation of marks.

Calendar Statement:

As above.

Consultations:

None as this policy is a codification of largely extant regulations.

History:

This is the first version of this policy.

Related Policies:

Academic Accommodation for all Students’ Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students
<https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/academic-accommodation-all-students-religious-observances-and-cultural-observances-first-nations>

Academic Accommodation for Students with Disabilities
<https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/student-rights-and-responsibilities/academic-accommodation-students-disabilities>

Academic Concession
<https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/academic-concession>

Appendix:

There is no appendix to this policy.