THE UNIVERSITY OF BRITISH COLUMBIA

Senate Academic Policy Committee
c/o
Enrolment Services |Senate & Curriculum Services
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5 April 2012

To: Vancouver Senate

From: Vancouver Senate Academic Policy Committee

Re: Joint Policies *J-101 Student Conduct during Examinations* and *J-102 Examination Hardships and Clashes*

Background:

Earlier in this academic year, a request was made to the Academic Policy Committee of the Vancouver Senate to make an amendment to the current *Rules Governing Formal Examinations* to accommodate shorter clinical exams being held in the Faculty of Medicine. This spurred the policy committee to review a number of current policies pertaining to the subject of examinations and to adapt these into the template prescribed by Policy *V-1*: *Format, Development & Administration of Senate Policies.*

J-101 Student Conduct during Examinations and *J-102 Examination Hardships and Clashes* are the first result of this ongoing effort. To provide for consistent expectations across campuses, the policies have been approved by the Academic Policy Committees of both campuses Senates and are therefore being put forward as joint policies. A wide consultation for these policies has taken place, as is described in the attachments.

Therefore, the following is recommended to Senate:

Motion:

That the proposed policy J-101 Student Conduct during Examinations be approved;

and,

That the proposed policy J-102 Examination Hardships and Clashes be approved.

Respectfully submitted,

Paul Harrison, Chair
Academic Policy Committee.

THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY: J-101

VANCOUVER and OKANAGAN SENATES
c/o Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1

Number & Title

J-101 *Student Conduct during Examinations*

Effective Date:

1 September 2012

Approval Date:

April 2012 (anticipated)

Review Date:

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

Responsible Committees:

Vancouver Senate Academic Policy 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*, and to clarify expectations with regard to behaviour at *formal* and *in-term examinations*. Its purpose is to preserve and uphold the broad values of academic integrity and honesty in the specific context of *examinations*.

Applicability:

This policy is applicable to all *examinations* associated with academic *courses* at the University, including supplemental and deferred examinations, as well as distance-learning examinations.

Exclusions:

None.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Course* shall mean course of instruction.
- *Examiner* shall mean the instructor(s) of record of the course for which the *examination* is being conducted, unless otherwise specified by the dean or director of the faculty or school in which the *examination* is being written.
- *Examination Candidate* shall mean a student undertaking an *examination* for a course in which he or she is enrolled.
- *Examinations* shall include:
    - *Formal Examinations:* meaning an oral, written or practical assessment that contributes toward the determination of an *examination candidate's* final grade or standing in the respective course, and that is scheduled by the Registrar and time-limited, with invigilation provided.
    - *In-term Examinations*: meaning any major *examination* held during class-time or scheduled outside of class-time, during the Summer or Winter Sessions.
- *Invigilator* shall mean an *examiner* or an individual who has been assigned by a department, faculty, school, Enrolment Services, or Access and Diversity to assist in presiding over an *examination.*

Policy:

1. Each *examination candidate* must be prepared to produce, upon the request of the *invigilator or examiner*, his or her UBCcard for identification.

2. *Examination candidates* are not permitted to ask questions of the *examiners* or *invigilators*, except in cases of supposed errors or ambiguities in *examination* questions, illegible or missing material, or the like.

3. No *examination candidate* shall be permitted to enter the examination room after the expiration of one-half hour from the scheduled starting time, or to leave during the first half hour of the *examination*. Should the *examination* run forty-five (45) minutes or less, no *examination candidate* shall be permitted to enter the *examination* room once the *examination* has begun.

4. *Examination candidates* must conduct themselves honestly and in accordance with established rules for a given *examination*, which will be articulated by the *examiner* or *invigilator* prior to the *examination* commencing. Should dishonest behaviour be observed by the *examiner(s)* or *invigilator(s)*, pleas of accident or forgetfulness shall not be received.

5. *Examination candidates* suspected of any of the following, or any other similar practices, may be immediately dismissed from the *examination* by the *examiner/invigilator*, and may be subject to disciplinary action:
    i. speaking or communicating with other *examination candidates*, unless otherwise authorized;
    ii. purposely exposing written papers to the view of other *examination candidates* or imaging devices;
    iii. purposely viewing the written papers of other *examination candidates*;
    iv. using or having visible at the place of writing any books, papers or other memory aid devices other than those authorized by the *examiner(s);* and,
    v. using or operating electronic devices including but not limited to telephones,

calculators, computers, or similar devices other than those authorized by the *examiner(s)*—(electronic devices other than those authorized by the *examiner(s)* must be completely powered down if present at the place of writing).

6. *Examination candidates* must not destroy or damage any *examination* material, must hand in all *examination* papers, and must not take any *examination* material from the *examination* room without permission of the *examiner* or *invigilator*.

7. Notwithstanding the above, for any mode of *examination* that does not fall into the traditional, paper-based method, *examination candidates* shall adhere to any special rules for conduct as established and articulated by the *examiner*.

8. *Examination candidates* must follow any additional *examination* rules or directions communicated by the *examiner(s)* or *invigilator(s).*

Calendar Statement:

Same as per policy.

Consultations

The following groups have been consulted during the development of this policy:

Enrolment Services; Deans; Access & Diversity; Faculty of Medicine; Office of the Ombudsperson for Students; Office of the Vice-President, Academic; Legal Counsel

History:

The first rules around formal examinations were approved by Senate 13 October 1976 and have been subject to amendments from time to time as exhibited in the archive of Academic Calendars. This policy codifies these historical developments.

Related Policies:

Academic Concession
http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0

Discipline for Academic Misconduct
http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,0

Exam Scheduling Policies and Procedures
http://www.students.ubc.ca/classroomservices/course-and-exam-scheduling/exam-scheduling/policies-and-procedures

Sudden Examination Disruption Policy
http://www.senate.ubc.ca/vancouver/policies.cfm?ID=15

UBC Policy #65: Religious Holidays
http://www.universitycounsel.ubc.ca/files/2010/08/policy65.pdf

UBC Policy #73: Academic Accommodation for Students with Disabilities
http://www.universitycounsel.ubc.ca/files/2010/08/policy73.pdf

Appendix:

There is no appendix to this policy.

THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY: J-102

VANCOUVER and OKANAGAN SENATES
c/o Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1

Number & Title

J-102 *Examination Hardships and Clashes*

Effective Date:

1 September 2012

Approval Date:

April 2012 (anticipated)

Review Date:

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

Responsible Committees:

Vancouver Senate Academic Policy 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 definition of *examination hardships* and *examination clashes* and the steps to take when they occur.

Applicability:

This policy is applicable to all *formal examinations* associated with academic *courses* at the University.

Exclusions:

None

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *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.
- *Examination Clash* shall mean the occurrence of multiple *formal examinations* scheduled on the same day and at the same time, or for which the allotted times overlap.
- *Examination Hardship* shall mean the occurrence of an *examination candidate* being faced with three (3) or more *formal examinations* being scheduled within a 24-hour period.
- *Formal Examination* shall mean an oral, written or practical assessment that contributes toward the determination of an *examination candidate's* final grade or standing in the respective course, and that is scheduled by the Registrar and time-limited, with invigilation provided.
- *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.

Policy:

1) An *examination candidate* facing an *examination hardship* shall be given a new examination date and time for the second *formal examination* by the respective instructor or department/faculty. The student must notify the instructor of the second *formal examination* no later than one (1) month prior to the examination date for courses in the Winter Session (whether in Term 1 or Term 2), or no later than two (2) weeks prior to the examination date for courses in the

Summer Session. If the *examination hardship* involves more than three (3) *formal examinations*, this process is to be repeated.

2) Where an *examination clash* occurs, *examination candidates* are to contact their instructor(s) as soon as possible to determine if an alternate writing time is available; if the instructor(s) is unable to resolve the *examination clash*, then the department head or dean/director is to be consulted.

3) If an alternate writing time is not available at the faculty level, *examination candidates* must contact Enrolment Services, to make alternate arrangements.

Calendar Statement:

This policy is applicable to all formal examinations associated with academic courses at the University.

An examination hardship is defined as the occurrence of an examination candidate being faced with three or more formal examinations scheduled within a 24-hour period (e.g., from 8:00 a.m. to 7:59 a.m. the following day).

An examination candidate facing an examination hardship shall be given a new examination date and time for the second formal examination by the respective instructor or department/faculty.

The student must notify the instructor of the second formal examination no later than one month prior to the examination date for courses in the Winter Session (whether in December for Term 1 or April for Term 2), and no later than two weeks prior to the examination date for courses in the Summer Session. If the examination hardship concerns more than three (3) formal examinations, this process is to be repeated.

An examination clash is when a student has multiple formal examinations scheduled on the same day and at the same time, or where the allotted times for scheduled formal examinations overlap. In these cases, alternate arrangements should be made as soon as possible. The student should first contact his or her instructor(s) to determine if an alternate time to write the exam is available; if the instructor(s) is unable to resolve the examination clash, then the department head or dean/director is to be consulted.

If an alternate writing time is not available at the faculty level, examination candidates must contact Enrolment Services, to make alternate arrangements.

Consultations

The following groups have been consulted during the development of this policy:

> Enrolment Services; Deans; Access & Diversity; Office of the Ombudsperson for Students; Office of the Vice-President, Academic; Legal Counsel

History:

The first rules around examination hardships were approved by Senate in April 1998 and has been subject to amendments from time to time as exhibited in the archive of Academic Calendars. This policy codifies these historical developments.

Related Policies:

> **Academic Accommodation for Students with Disabilities**
> http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,34,0,0
>
> **Academic Concession**
> http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0
>
> **Exam Scheduling Policies and Procedures**
> http://www.students.ubc.ca/classroomservices/course-and-exam-scheduling/exam-scheduling/policies-and-procedures
>
> **Sudden Examination Disruption Policy**
> http://www.senate.ubc.ca/vancouver/policies.cfm?ID=15
>
> **Rules Governing Formal Examinations**
> http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,41,90,0

Appendix:

There is no appendix to this policy.