

<b>Selkirk College Policies and Procedures</b>		Title and number	8320 - Evaluation of Student Learning		
		Replaces	B3009, B3011		
		Effective	2006-09-01	Next review :	2012-09-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2008-09-03		
Vice President, Academic and Student Development	Registrar and School Chairs/ Department Heads	Recommended/Approved by Education Council	2009-01-13		
		Approved by President	N/A		

## 1 GENERAL

This policy sets the expectations of the College regarding the evaluation of student learning, including final examinations. Where regulations set by regulatory agencies contravene this policy, the regulations will take precedence.

## 2 POLICY

The purpose of the evaluation process is to provide students with feedback on how well they have mastered the course content and, through the grading process, to establish a record of the student's competence in that subject matter.

Instructors must develop an evaluation plan that clearly informs students how the evaluation will take place (e.g. quizzes, mid-terms, final examinations, assignments, group projects, etc.) and how much each evaluative event will be worth towards the student's final grade for that course. This information must be communicated to the student on the course outline, and a copy of the course outline must be given to students at the beginning of each course.

Evaluation should be based on sufficient evidence obtained from a variety of evaluative events. One test is generally not sufficient to determine a student's performance in a course. Faculty may choose whether or not to include a final examination in their evaluation plan.

Final examinations will account for no more than 50% of the student's grade in the course. Where a case can be made that it is necessary to have the final examination account for more than 50% of the student's final grade, the School must obtain approval from the Admissions and Standards Committee.

For courses where one evaluative event can have dire consequences for students (e.g. failing one exam means failing the whole course), there is a high level of responsibility on the part of the instructor to mitigate the risk to the student. This can be done by allowing make-up exams, notifying students that they are at risk of failing prior to the final course drop date, or other appropriate actions.

Final examinations for semester-long courses may only be given during designated examination weeks. Major assignments and tests that exceed 15% of the total grade must not be scheduled nor be due during the last week of classes.

Supplementary examinations may be given if permitted under program policy.

The Registrar has the overall responsibility for examinations. The Registrar will develop procedures consistent with this policy for the administration of exams. The Registrar may appoint a designate(s) to serve as examination coordinator(s) on our various college sites.

## 3 PROCEDURES

### 3.1 Registrar's Responsibilities

The Registrar will:

- Set final examination periods for each semester; these will be identified in the College calendar.
- Develop and publish the final examination schedule eight weeks before the final day of instruction.

- Set the dates by which instructors must submit final grades each term.

### 3.2 **School Responsibilities**

School Chairs will ensure that all instructors in their School are cognizant of the content of this policy and its regulations.

School Chairs will ensure that program policies and course outlines originating in their School clearly state how grades will be recorded under the following circumstances:

- Where a student must pass a lab in order to pass the course
- Where a student must pass the final examination in order to pass the course
- Where the student's final grade is made up of group marks and individual marks

### 3.3 **Instructor Responsibilities**

Instructors are responsible for developing the evaluation plan and communicating it to the students on the course outline.

Instructors are responsible for setting, invigilating and evaluating all examinations, including the final one. The instructor must specify in the course outline whether a final examination is part of the evaluative criteria of the course. When, for reasons beyond their control, instructors are unable to invigilate their own exam, they are responsible for making alternate arrangements, such as working with colleagues who will cover for each other.

In the case of distance students, instructors are responsible for approving the location, invigilator, date and time a student is to take an invigilated exam. See attachment B for complete guidelines.

Instructors must inform students in advance regarding the conduct of examinations. See Attachment A for guidelines.

Instructors (or off-campus invigilators in the case of distance courses) must ensure that examinations end at the time scheduled and that no examination booklets are left in the examination room after the completion of the examination.

Instructors are responsible for entering student grades on the Student Record System by the deadline established by the Registrar each term. They must also ensure that "I" grades are changed to the appropriate grade on the Student Record System, once the student has completed the requirements for the course.

### 3.4 **Student Rights and Responsibilities**

Students are responsible for ensuring that they understand the evaluation plan for their courses and for respecting the examinations procedures.

Students have the right to review their examinations and their evaluation by making arrangements with the course instructor. If a student is not satisfied following this review, he/she should discuss the matter with the School Chair or Department Head.

The course instructor or School must retain possession of students' examinations for no less than six months after completion of the semester to ensure their availability in the event of a grade appeal by a student.

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#### **Other Relevant Policies**

**8400 STUDENT APPEALS POLICY,**

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**KEY WORDS: EXAMINATIONS, FINAL EXAMS, EXAM WEEKS, EXAM SCHEDULE, COURSE OUTLINE, GRADES, GRADE APPEAL**

## Attachment A

### Guidelines Regarding Student Conduct in Examinations

The following is a set of guidelines that may be used by instructors as is, or may be adapted to suit the needs of the program.

- Students will not be permitted to leave until one-half hour has elapsed past the scheduled starting time of the examination. After one-half hour, no student will be permitted to enter.
- Students leaving the examination room before the conclusion of the examination without the permission of the invigilator may forfeit their right to return to the examination room.
- Students shall follow the written instructions of the course instructor with respect to examination format or risk losing marks for not following such instructions.
- No books or other materials may be brought into the examination room unless the consent of the invigilator has been given.
- Students shall write only in the College examination booklets or other material provided by the course instructor.
- No material relating to the examination may be removed from the examination room unless, in the case of examination questions, the invigilator has given consent. Under no circumstances may College examination booklets or other materials upon which answers are written be removed.
- Making use of materials, books or notes, without the approval of the invigilator, speaking or communicating in other ways with other students, or exposing written papers to the view of other students is not permitted. Students who do or attempt to do any of the above will be required to leave the examination room immediately and will forfeit the right to have the examination evaluated.
- Students may ask the invigilator questions regarding supposed errors in the examination by signaling in a manner which does not disrupt other students.
- Smoking and consumption of food and beverages are not permitted during examinations.
- Absolutely no cell phones are permitted in the examination room. Other electrical/electronic devices are allowed only with the permission of the Instructor.
- When students sit examinations set by other bodies as part of their training, students will be subject as well to the regulations and procedures for these examinations set out by the relevant body.
- Students must adhere to policies that are specific to their program of study. As well, Schools may have regulations and procedures that take precedence over these guidelines.

## Attachment B

### Guidelines Regarding Administration of Examinations for Distance Education Students

A distance education student is defined as:

- A student with a valid Selkirk College student number and currently taking a distance course through Selkirk College.
- A student completing 100% of their learning in a course off campus and not required to be on a Selkirk College campus for any portion of their studies.
  
- Exams that do not take place on a Selkirk College campus:
  - are to be taken at an accredited, post-secondary institution such as a community college or university. Other approved locations may include public schools or libraries. If these options are not available, the instructor may consider others.
  - may require supervision by an invigilator who is in a position of responsibility/authority and able to remain objective as far as the student is concerned. Invigilators may include librarians, teachers, accountants or other professionals.
  
- To eliminate conflict-of-interest issues, the following may NOT invigilate Selkirk College exams: work/business coworkers, neighbours, friends, family members or relatives (including by marriage) or persons living at the same address as the student.
  
- Selkirk College reserves the right to reject proposed invigilators.
  
- It is the student's responsibility:
  - to provide the instructor with invigilator information including name, employment position, such as professional degree/designation, phone number, mailing address, and if applicable, email address;
  - to identify an acceptable exam location; and
  - to arrange examination time and location with the invigilator.
  
- Selkirk College is not responsible for any invigilation-related costs.
  
- It is the instructor's responsibility:
  - to speak directly with the invigilator when applicable; and
  - to mail or email the exam package with the following:
    - Guidelines Regarding Student Conduct in Examinations (Attachment A),
    - Examination Invigilation Form with exam and instructor information,
    - directions on use of mail or email to return signed invigilation form and all examination materials whether complete or incomplete, and
    - Where applicable, stamped, self-addressed envelopes for the prompt return of all testing materials. It may be a requirement that exams are returned prepaid by the student by courier or express post.

**DISTANCE EDUCATION**  
**Examination Invigilation Form**

This form contains specific examination information. Please read it carefully. When the student has completed the examination, please ensure that both you and the student complete and sign the appropriate sections (pages 1 & 2).

During examination time, students are not permitted to speak or communicate with others or to have in their possession cell phones, pagers or other electronic devices unless approved by their instructor. All examination materials including any scrap paper are to be returned in the enclosed self-addressed, stamped envelope. Seal the envelope in the presence of the student.

Please return all materials promptly to ensure the examination will be graded by the instructor. If the examination is returned electronically, please return this completed form by regular mail. If you require assistance, please contact the instructor. Thank you for your assistance.

Course Name & Number:	
Items permitted in examination room:	
Number of pages in examination:	
URL and Password if applicable:	
Exam time limit:	
Specific exam date if applicable:	
Student excused from room – time in/out:	

Instructor Name, Email Address and Phone Number:	
Instructor Signature:	
Student Name, Email Address and Phone Number:	
Student Number:	
Student Signature:	

## Invigilator's Statement

I, \_\_\_\_\_ (name) attest that:

1. I am currently employed in a teaching or administrative capacity at the following educational institution or \_\_\_\_\_ (state workplace capacity).
2. I read, write and speak English fluently.
3. I am not a work/business coworker, neighbour, friend, family member or relative (including by marriage) or person living at the same address as the student. I have no conflict of interest in invigilating this exam and am able to remain objective as far as the student is concerned.

I further attest that:

1. I have identified the student named below by proof of personal identification or I know this student personally.  
Student's Name: \_\_\_\_\_
2. I have administered and supervised the enclosed examination for the above-named student.
3. To the best of my knowledge, the student did not communicate with others or have in their possession cell phones, pagers or unauthorized electronic devices.
4. This completed exam will be:
  - a. mailed in the stamped, self-addressed envelope I received as part of the invigilation package \_\_\_\_\_, or
  - b. the examination has been returned electronically and this form will be completed and mailed to the Instructor \_\_\_\_\_.
5. I have included all materials, including examination papers, questions, answers, answer booklets and scrap paper that the student used for this exam.
6. No copies of this exam have been made.
7. Passwords will not be revealed without instructor authorization.

Invigilator's Signature:	
Date:	
Business Address:	
Business Phone:	
Fax:	
Email Address:	

Information obtained or provided is subject to compliance with the *Freedom of Information and Protection of Privacy Act*, and may be used only by Selkirk College for the purposes of administration of exams or other fundamental activities related to the operation of Selkirk College.