
Regular Tests and Examinations

Academic Operations Manual
Approving Authority: SJU Senate Council
Established: December 11, 2014
Date of Last Review/Revision:
Office of Accountability: Vice-President Academic and Dean
Administrative Responsibility: Registrar

1 Policy Statement

Instructors offering tests and examinations during regularly scheduled class times should adhere to the following set of guidelines. All regular tests and examinations offered at St. Jerome's University must adhere to the following regulation and procedure, which are also found in University of Waterloo's document "Examination Regulations and Related Matters."

2 Scope

This policy applies to all courses offered by instructors employed by St. Jerome's University that include regular tests and examinations as part of a course requirement.

3 Guidelines

- 3.1 Instructors shall normally hold regular tests and examinations (that is, any test or examination other than finals) during the regularly scheduled class times for their courses. The date and time of a test or examination should be included on the course outline when possible; when not possible, the date and time should be announced well in advance of the test or examination. Normally, the minimum time will be two weeks. Except under extreme circumstances, this time and date should not be subsequently changed without general consent from the class.
- 3.2 Material tested on a test or examination should be introduced sufficiently in advance of the examination date to allow students reasonable time to seek clarification or greater understanding of concepts. Normally, this period will be two working days.

- 3.3 Such tests or examinations are administered at the department level, with departments responsible for the printing of examination question papers, the conduct of the examinations, and the supplying of all answer papers and other supplies necessary for such examinations.
- 3.4 Normally, instructors may not hold major term tests in the last five teaching days of the lecture schedule in any term. Major term tests are those which account for more than twenty-five percent of the final course grade. Exceptions must be approved in advance by the instructor's Department Chair and the Associate Dean at St. Jerome's University.
- 3.5 Instructors should announce early in the term, and preferably in the course syllabus, any class policy on make-up regular tests and examinations.

4 Regulation

No student shall be required to sit for a test or examination during the formal lecture period which is held outside the time period 8:30 a.m. - 10:00 p.m., Monday through Friday inclusive. An instructor who chooses to schedule a test or examination outside that time period must provide suitable alternative time arrangements within the Monday to Friday time period for any students who request such an alternative time.

5 Procedure Regarding Adjacent and Multiple Tests and Examinations in a Day

- 5.1 In instances where a student has adjacent tests or examinations or when a student has three or more tests or examinations in a given day, the student should request relief from instructors within one week of the notification that caused the conflict. The relief may take the form of moving a test or examination to a new time or date, shifting the weight of the test to other evaluation mechanisms with the course, or other mutually agreed upon solutions.
- 5.2 Any unresolved disputes between an instructor and student regarding the "legitimacy" of conflicts or the "suitability" of alternative time arrangements will be decided by the appropriate Associate Deans(s). When in doubt, students should approach the Associate Dean at St. Jerome's University. In such cases, any regularly scheduled University academic activity will be given precedence in the resolution of a conflict with a test or examination in another course.