CAPILANO UNIVERSITY	POLICY			
Policy No.	Officer Responsible			
S2017-02	**Vice-President Academic and Provost**			
Policy Name				
Final Examinations				
Approved by	Replaces		Category	Next Review
Senate	**n/a**		**Academic**	**March 2031**
Date Issued	Date Revised	Date in effect	Related Policies	
February 1, 2017	**March 3, 2026**	**March 3, 2026**		

1. PURPOSE

1.1 To outline the principles that govern Final Examinations and their administration for credit courses at Capilano University (the "University").

2. DEFINITIONS

"Final Examination": An assessment scheduled within an official examination period which serves as the final evaluation of student performance in a course.

3. SCOPE

3.1 This policy applies to credit courses that include a Final Examination as a part of the evaluation profile in the Course Outline approved by Senate (see S.2009-06 Course Outlines of Record and Course Syllabi for Credit Courses Policy). While it is acknowledged that instructors may use other forms of assessment throughout the term, these do not fall under the scope of this policy.

4. POLICY STATEMENT

4.1 For courses that have a Final Examination, students are required to take the Final Examination at the time, date, and designated examination location indicated on the official Final Examination schedule. If a student has an academic accommodation for a documented disability, their Final Examination(s) will be scheduled in a process involving the student, the instructor, and Accessibility Services. Wherever possible, the examination(s) for such students will be held at the same time and date as the officially scheduled Final Examination(s).

4.2 Students may be required to show photo identification to the invigilator for all Final Examinations.

Exam conflicts and hardship

4.3 The Office of the Registrar makes every reasonable effort to minimize Final Examination conflicts and hardships; however, such situations may occur due to scheduling constraints. A Final Examination conflict is defined as a student having two (2) or more Final Examinations scheduled at the same time. Students experiencing a Final Examination conflict must contact their course instructor directly to arrange an alternative Final Examination time. A Final Examination hardship is defined as having three (3) or more Final Examinations in less than 24 hours. Students facing Final Examination hardship may contact their course instructor to discuss the possibility of an accommodation.

Late-arriving students/missed examinations

4.4 Once a Final Examination has begun, all students must remain for the first 30 minutes. Students who arrive more than 30 minutes late for a Final Examination may be barred from writing the examination if any student has submitted the examination and left the examination room. The decision to allow students to write the examination is at the discretion of the invigilator.

4.5 Departments are responsible for determining their own processes for students missing Final Examinations. A description of the departmental process must be included in the course syllabus presented to students at the beginning of each semester and must be aligned with all relevant University policies.

Use of electronic devices in examinations

4.6 Instructors, in line with any relevant Department protocols, are responsible for determining whether electronic devices or resource materials may be used during Final Examinations. This information must be included in the course syllabus presented to students at the beginning of each semester.

Student access to Final Examinations

4.7 Final Examinations will be stored for one year in accordance with the Record Retention Schedule. Instructors are responsible for storing Final Examinations for their courses. If an instructor leaves the University during the retention period, the Final Examination will be held by the academic unit's coordinator.

4.8 Students are able to review their graded Final Examinations for one calendar year after the examination date.

Weighting of Final Examinations

4.9 S.2009-06 Course Outlines of Record and Course Syllabi for Credit policy requires that course syllabi include an evaluation profile that presents a description of each assessment including Final Examinations and their weight as a component of the total course grade.

Invigilation

4.10 Instructors are required to invigilate Final Examinations at the time and designated examination location assigned in the official Final Examination schedule. If an instructor cannot invigilate his/her own courses, alternate arrangements must be made through the coordinator or alternate.

5. DESIGNATED OFFICER

5.1 The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the AVP Enrollment Management & University Registrar.

6. RELATED POLICIES AND GUIDANCE

S2009-06 Course Outlines of Record and Course Syllabi for Credit Courses Policy

S1999-09 Academic Accommodation for Students with Disabilities Policy

Record Retention Schedule