

 <p>Confederation COLLEGE</p> <p>OPERATING PRACTICE</p>	Number: 5-4-02	# of pages - 2
	Originator:	Office of the Vice President Academic
	Approved By:	SLT
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<p>PRACTICES AND PROCEDURES RELATED TO WRITING TESTS AT ALTERNATE TIME IN THE TESTING CENTRE</p>		

1. RATIONALE AND GUIDING PRINCIPLES

- 1.1 Confederation College's Graduate profile and Academic Plan commit the College to prepare students to become responsible members of the workforce and community. It is the expectation of the College that all students will write tests/exams when scheduled. Students should only write tests at alternate times under exceptional circumstances such as serious medical illness, accidents, a death in their family or a College sanctioned event where their participation is needed.
- 1.2 The rules and responsibilities regarding student evaluation and exams will be publicized in order that they will be well understood by students, faculty, program coordinator, Testing Centre staff, and academic departments involved.
- 1.3 Students are responsible for writing tests at the time scheduled by their professor as outlined in the Charter of Students' Rights and Responsibilities.
- 1.4 The College and its professors are responsible for ensuring that the integrity of the testing process is maintained.
- 1.5 Consistent with item 1.4, students writing at an alternate time should write a test that is different from the original test written by the rest of the class, and of a similar degree of difficulty.
- 1.6 There will be no fee charged for writing tests at alternate times in the Testing Centre. A fee is not necessary in those rare and exceptional circumstances that are out of the control of the student, as this is congruent with Confederation College's student centered approach to learning.

2. PRACTICES AND PROCEDURES FOR BOOKING A TEST TO BE WRITTEN AT AN ALTERNATE TIME IN THE TESTING CENTRE

- 2.1 The student must submit a request in writing to the Professor outlining his/her rationale for requiring alternate test arrangements.
- 2.2 Where appropriate the professor will request formal documentation (i.e. Doctor's note), or any other documentation they deem reasonable, to ensure the legitimacy of the request.
- 2.3 If the student received approval to write at an alternate time, he/she must book his/her testing time with the Testing Centre. As part of the booking process, the student is required to complete a Testing Centre Test Supervision Form and return it to his/her professor.
- 2.4 No tests will be written in the Testing Centre without the signature of the Professor on the Test Supervision Form.
- 2.5 At the end of each semester, the Deans will be given a list of students by program and test date, who have written tests in the Testing Centre.

3. PRACTICES AND PROCEDURES FOR WRITING A TEST AT AN ALTERNATE TIME IN THE TESTING CENTRE

- 3.1 When the student arrives to write a test in the Testing Centre, he/she must provide photo identification before he/she will be allowed to write.
- 3.2 Students will not be permitted to have any personal items during the test. All electronics, coats, bags, food and drink will be placed in a defined area identified by the Testing Centre staff or invigilator. Items such as calculators, textbooks, notes and memory aids are not allowed unless stated by the Professor on the Test Supervision Form or indicated on an EAP.
- 3.3 The test will be invigilated (monitored) and timed by Testing Centre staff based on the instructions provided by the Professor. Students arriving late will not be granted any extra time past the originally scheduled end time.
- 3.4 Upon completion of the test, the student will return all test materials to the Testing Centre staff. The completed test will be picked up from the Testing Centre by the professor or an assigned designate.
- 3.5 Students who do not write their test at the scheduled time will be referred back to their Professor.