

Policy Title:	Examinations		
Category:	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
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Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	August 30, 2018	Effective date:	August 30, 2018
Policy Sponsor:	Vice-President, Academic	Date last reviewed:	August 30, 2018
Date of Mandatory Review (expiry date)	August 2023	Date of last revision of Procedures	August 30, 2018

1 POLICY

Both CMCC and its students have shared rights and responsibilities pertaining to the administration of examinations in academic programs. The following values allow students to fully participate in their academic assessments, while ensuring that the institution can uphold its responsibility for the integrity of the assessments and their associated processes:

- mutual respect for a shared commitment to creating the conditions for student success
 - mutual accountability
 - reciprocity in preparation, timeliness and resourcefulness.
1. The examination schedule will be established prior to the commencement of the academic year and will be communicated to students at least two weeks prior to the first day of classes.
 2. Students must be available for the entire examination periods as listed in the Academic Dates section of the Academic Calendar. Students must take examinations at the scheduled time, unless otherwise permitted in accordance with provisions of this or other policies.
 3. Changes to the examination schedule (i.e., timing and location) may be made by CMCC in order to address significant circumstances that could adversely affect the overall integrity of the examination or negatively impact the opportunity for students to collectively complete the examination.
 4. Alternate arrangements relating to examination scheduling, location, tools and resources permitted in the examination, or dietary needs will be made in accordance with the CMCC Deferral of Academic Requirements policy and/or the CMCC Academic Accommodation for Students With Disabilities policy.
 5. Students who arrive late due to extenuating circumstances may or may not be permitted to participate in the examination, on the decision of the Director of Education/Director of Graduate Studies and will be governed in accordance with the Deferral of Academic Requirements policy.
 6. Students who become unwell during an examination and are unable to complete it must report immediately to the Director of Education/Director of Graduate Studies.

7. CMCC reserves the right to inspect or examine any tools, resources or attire to ensure compliance with policies and standards of academic integrity. Non-compliance with a request to inspect or examine such may be grounds for disciplinary action.
8. No one other than the students registered in the course for which the exam is being written, the proctors and other authorized personnel, as deemed appropriate by the Director of Education/Director of Graduate Studies, are permitted in the examination setting.
9. No personal belongings beyond those tools and resources authorized for the examination are permitted in the examination room.
10. Unless authorized, devices with the capacity to transmit and/or receive data, including but not limited to mobile phones and smart watches, are not permitted in examination rooms or areas used for sequestration. Possession of such will be deemed to be an academic offense.
11. In all settings, CMCC reserves the right to video and/or audio record examinations in order to ensure academic integrity and fairness.
12. The reproduction, duplication, or transmission of any examination content for any purpose either within or outside of CMCC is strictly prohibited.

2 PURPOSE

To provide the standards regulating examination administration at CMCC.

3 SCOPE

All students, and all persons administering examinations for courses in CMCC's academic programs.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Standards for Doctor of Chiropractic Programmes - Section III Criteria for Accreditation: Policies and Procedures, Standard C, 6., f. (Student Complaints) and C, 11 (Integrity)

5 RELATED POLICIES (not a comprehensive list)

- Academic Accommodation for Students With Disabilities
- Academic Appeals
- Deferral of Academic Requirements
- Discipline - Students
- Examination Re-read
- Examinations – Supplemental
- Student Code of Conduct: Academic

6 DEFINITIONS

Examinations in alternate locations are conducted for students who have been granted:

- supplemental examination privileges, or
- an academic accommodation plan.

Extenuating circumstances are matters beyond the control of the student.

An Objective Structured Clinical Examination (OSCE) is an objective evaluation measure used to assess clinical competence. Students rotate through a series of timed stations, at each of which they are asked to perform a specific task demonstrating one or more clinical competencies. Stations can be scored by an observing assessor who scores performance in relation to the student's interaction with a standardized patient or manikin. Written stations involve a student responding to written questions relating to a specific case presentation, patient data or record of findings – which are then subsequently marked by a non-observing assessor.

An Objective Structured Practical Examination (OSPE) requires the viewing of specimens or images where students rotate through a series of timed stations or questions during which they will respond to a specific question and then proceed to the next station at the proctor's signal.

On-line examinations are those that are conducted using computer software in order to administer the examination questions and student responses.

Practical examinations are structured to measure technical skills or the performance of practical procedures. They typically require a student to demonstrate a skill or competency, which is subsequently rated by one or more assessors.

A written examination is a testing procedure used to assess the academic progress of students reflecting mastery of course learning outcomes. It involves true/false, multiple choice, fill in the blank, short answer or long answer responses, or a combination thereof. Such an examination may be paper-based or on-line.

New Policy Approved (date):

From Examination Regulations and Procedures
Examination Policy - December 16, 2010

Policy Revision History (dates):

April 26, 2012 (Deferred Examinations was a separate policy)
April 28, 2016
April 27, 2017
May 31, 2018
August 30, 2018

-----**END OF POLICY**-----

7 PROCEDURES

1. General Procedures

- a. Students who wish to reschedule examinations on the basis of religious observation(s) must submit a written request to the Student Success Counsellor no later than 10 working days prior to the beginning of the examination period.
- b. The Course Coordinator must inform students, in writing, of the format of the examination, the objectives of evaluation, standards of attire, and the tools and resources authorized for the examination at least two weeks prior to the scheduled examination date.
- c. Any authorized tools and resources must be indicated on the examination paper or the associated instructional information.
- d. Seating arrangements or groupings will be posted a minimum of 30 minutes prior to the start of the examination at the entry of the examination setting.
- e. Students must arrive for the examination a minimum of 10 minutes prior to the scheduled start time. The Director of Education/Director of Graduate Studies will determine the official start time of the examination, and accordingly restrict access to the examination setting.
- f. Students must present their student identification card and sign into the examination as instructed.
- g. Students are expected to store all other personal belongings in their designated locker on campus.
- h. No food will be permitted in the exam setting. Students are permitted to bring beverages that are transparent liquids in clear, unlabeled bottles into the examination room.
- i. Student attire for examinations must be in accordance with the procedural standards as outlined for each type of examination. Students whose attire does not comply with stated standards will be required to change their attire, and will be afforded no additional time for the examination.
- j. For examinations that require sequestration, students must adhere to the schedule and their associated assignments for sequestration.
- k. If a student writes an online or paper-based assignment or exam but the assignment/exam or part of the assignment/exam is lost, the student may be required to be retested in order to evaluate the student's knowledge in the subject matter. The retest may be an alternate version of the original exam.

2. Written Examinations

- a. Attire for written examinations may not include hats, coats, tops with hoods or pouches, or gloves.

- b. Students must supply their own writing instruments as prescribed by the Director of Education/Director of Graduate Studies.
- c. No student will be permitted in the examination room until the Director of Education/Director of Graduate Studies or designate has confirmed that materials are appropriately distributed and the venue is appropriately prepared.
- d. Students are required to abide by the posted seating plan – no switches are permitted.
- e. Once the students have entered the examination room, no talking is permitted.
- f. Students must place their student cards and watches on the desk prior to the start of the examination.
- g. Students may only turn over the examination and begin once the Director of Education/Director of Graduate Studies or designate has officially declared the start of the exam.
- h. The examination booklet and response sheet must remain on the desk at all times.
- i. Written comments, responses or notations on the examination booklet, or its equivalent, will not be considered as official responses to the examination questions.
- j. If a student requires clarification of a question, they must raise their hand and the Course Coordinator or designate will respond. If the student feels a question is ambiguous or inappropriate, they should write the question number on the cover of the examination booklet and describe the specific problem in the margin beside the question. In the event that computer software is used for the administration of the examination, a separate sheet will be provided to each student to allow for this feedback to be communicated.
- k. Students may make notes during the examination on the examination booklet only. Notes on the response card will interfere with the scoring of the examination and could be subject to further investigation.
- l. No examination booklet, answer sheet, or other material issued for the examination may be removed from the examination room by any student.
- m. No student who has completed the examination may leave the examination room until at least 30 minutes have passed and the attendance sheet has been signed and tallied. Students will be permitted to leave the examination room at 15-minute intervals following the first 30 minutes. The Director of Education/Director of Graduate Studies will announce the times at which students are permitted to leave.
- n. Upon completion of the examination, the student may bring their exam materials to the proctor and sign out of the examination. After a proctor has collected the examination materials, the student may leave at times as announced by the Director of Education/Director of Graduate Studies.

- o. The Proctor or Director of Education/Director of Graduate Studies will advise students of the time remaining at half time, and when ten minutes and five minutes are remaining.
 - p. The Director of Education/Director of Graduate Studies will announce the termination of the examination, at which time students will place their pens or pencils down and remain seated at their desks to await collection of their papers.
3. Objective Structured Clinical Examination (OSCE)
- a. A rating form or standardized checklist clearly specifying the evaluation criteria and the scoring system is the sole assessment rubric to be used by assessors.
 - b. Assessors must complete all evaluation criteria on the rating form. Incomplete forms, or those upon which each evaluation criterion is not individually rated, will be deemed null and void, and will not be counted in the overall assessment of the student.
 - c. Students must adhere to the allotted timing for each station, and are to proceed at the instructor's signal.
4. Objective Structured Practical Examinations (OSPE)
- a. The procedures as specified in General Procedures (7, 1.) apply.
 - b. Students must bring their own clipboards, unmarked, to hold their response card for the examination.
 - c. Students must adhere to the allotted timing for each station and are to proceed to the next station at the proctor's signal.
5. Practical Examinations
- a. Students are to be informed of the format of the examination and the objectives of evaluation at least two weeks prior to the assessment.
 - b. Students are to abide by the standards of attire as deemed appropriate by the Course Coordinator, and in accordance with the course syllabus in which the examination is being conducted.
 - c. In the event that practical examinations cannot be evaluated by more than one assessor, they will be video recorded.
6. On-line examinations
- a. In these situations, the same procedures as outlined in General Procedures (7, 1.) will apply, save for any adaptations as a result of an individual's accommodation plan.
 - b. Students will supply their own laptop computer or tablet in accordance with the minimum computing requirements as determined by CMCC.
 - c. Minimum computing requirements will be communicated to students a minimum of one month prior to the start of each academic year.

- d. On the date of the examination, students will be expected to have uploaded the assessment to their personal computer or tablet prior to the posted examination start time.
- e. Students should ensure that their computer or tablet has fully charged batteries prior to the posted examination start time. Should the student experience a shortage of power, they must raise their hand and request access to power from the Director of Education/Director of Graduate Studies or their designate.
- f. Prior to signing out of the examination and leaving the examination room, students must upload their completed examination to the assessment software system, unless otherwise directed.
- g. No other electronic devices, save for the computer or tablet authorized for use during the assessment, will be permitted in the examination room.
- h. During the examination, only the designated testing software will be used.

7. Examinations in alternate locations

- a. In these situations, the same procedures as outlined in General Procedures (7,1.) and Practical Examinations (7, 5.) will apply, save for any adaptations as a result of an individual's accommodation plan.
- b. In the event that the examination is taking place in a temporary exam centre, the Administrative Assistant to the Director of Education/Director of Graduate Studies will act on behalf of the Director of Education/Director of Graduate Studies in this setting.

8. Sequestration

- a. In the event that students are required to be sequestered prior to or following an examination, sequestration is not to exceed a period of three hours.
- b. Students who are sequestered and who have personal belongings will be required to place their personal belongings in a locked holding room, which will become accessible only after the last group has officially begun the examination, or as deemed appropriate by the Director of Education/Director of Graduate Studies.
- c. In the event that a student is sequestered for more than one hour following an examination or component thereof, they will be permitted to have food, beverages, and study notes in their possession.
- d. Groups of sequestered students will not be released from sequestration until after the last group has officially begun the examination.
- e. Sequestration may occur at different times of the examination depending on when assessments are scheduled.

<p>New Procedure Approved (date): From Examination Regulations and Procedures Examination Policy - December 16, 2010</p>

Procedure Revision History (dates):

April 26, 2012

April 28, 2016

April 27, 2017

May 31, 2018

August 30, 2018

8 ATTACHMENTS

None