

<b>Policy Title:</b>	Examinations		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	April 29, 2021	<b>Effective date:</b>	April 29, 2021
<b>Policy Sponsor:</b>	Vice-President, Academic	<b>Date last reviewed:</b>	April 29, 2021
<b>Date of Mandatory Review (expiry date)</b>	April 2026	<b>Date of last revision of Procedures</b>	April 29, 2021

## 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, subject to 3., prior to the commencement of the academic year. At least two weeks prior to the first days of classes, students will be notified by email that the schedule has been posted in the LMS, in the timetable tab.
  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, in-person and virtual, resources and method of delivery) may be made by CMCC in order to prevent and 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 present 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 or their designate 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 or their designate.

7. CMCC reserves the right to inspect or examine any tools, resources, location, 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 termination of the examination and/or 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. CMCC reserves the right to request that certain personal belongings be removed.
10. Unless authorized, devices with the capacity to transmit and/or receive data, including but not limited to mobile phones and other transmittable devices, are not permitted in in-person examination rooms or areas used for sequestration. Possession of such will be deemed to be an academic offence.
11. Virtual exams proctored remotely require two devices; one for administration of the exam, and the second with a camera to authenticate the exam taker's identity and ensure the integrity of the exam. No other electronic devices are permitted.
12. CMCC reserves the right to video and/or audio record examinations in order to ensure academic integrity and fairness. Video recordings will be destroyed one year following the year in which the exam was written, and consistent with the maximum allowance of time for an academic appeal and the Record Management, Retention and Destruction Policy.
13. 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) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards

## **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
- Record Management, Retention and Destruction
- Recording of Lectures and Other Instructional Activities
- Student Code of Conduct: Academic

## 6 DEFINITIONS

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

- supplemental examination privileges, or
- deferred examination, 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. They may be proctored in-person or remotely using virtual technology.

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 virtual 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 are to arrive for the examination a minimum of 10 minutes prior to the scheduled start time as outlined in the examination guideline. The Director of Education/Director of Graduate Studies or their designate 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 not allowed to bring other personal belongings to in-person examinations. For virtual examinations, students must ensure a clear work surface, free of other personal belongings.
- h. No food will be permitted in the exam setting. Students are permitted to bring beverages into the examination room, at the discretion of Director of Education/Director of Graduate Studies or their designate.
- 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. For examinations that are delivered virtually, through remote proctoring, students must adhere to the instructions provided in the virtual examination guide.

- i. 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. Appropriate indoor attire will be allowed for written examinations. In order to ensure the integrity of the examination, students may not wear clothing that could be used to conceal items that are not allowed in an examination. This may include but is not limited to: hats, coats, 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 and groups plan – no changes are permitted.
- e. Once the students have entered the examination room, student talking is prohibited.
- 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 their 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. In the event that computer software is used for the administration of the examination, students will be able to communicate feedback through computer software using comments or flagging feature.
- k. The Director of Education/Director of Graduate Studies or their designate will announce the times at which students are permitted to leave the examination.
- l. Virtual exam administration will be outlined in a published and widely distributed virtual examination guide. Virtual examinations will require students to provide a real-time scan of their work surface and the room to the satisfaction of the Main Proctor prior to commencing their examination.
- m. At times announced by the Director of Education/Director of Graduate Studies or their designate, students who have completed the examination are to bring their exam materials to the proctor, sign out of the examination and leave. If paper is utilized

during the examination it must be shown as ripped and destroyed by the exam taker or collected by the exam proctor.

- n. The Proctor or Director of Education/Director of Graduate Studies or their designate will advise students of the time remaining at half time, and when ten minutes and five minutes are remaining.
- o. The Director of Education/Director of Graduate Studies or their designate will announce the termination of the examination, at which time students will cease the examination and remain seated at their desks to await their turn to checkout.

3. Objective Structured Clinical Examination (OSCE)

- a. A rating form, electronic rubric or standardized checklist specifying the evaluation criteria and the scoring system is the sole assessment rubric to be used by assessors.
- b. 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 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 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. CMCC reserves the right to record practical examinations.

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 iPad in accordance with the minimum computing requirements as determined by CMCC for administration of the exam. CMCC reserves the right to authorize the use of a different type of electronic device in extenuating circumstances (i.e., if iPad failure).
- c. An additional device with a camera and microphone is required for administration of virtual, remotely proctored examinations, as a method to ensure integrity of the exam.
- d. Minimum computing requirements will be communicated to students a minimum of one month prior to the start of each academic year.

- e. Students will be provided a virtual examination guide accompanying the dissemination of the examination schedule.
- f. On the date of the examination, students will be expected to have downloaded the assessment to their iPad prior to the posted examination start time.
- g. Students should ensure that their iPad has fully charged batteries prior to the posted examination start time. Should the student experience a shortage of power in in-person exam, they must raise their hand and request access to power from the Director of Education/Director of Graduate Studies or their designate.
- h. 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, and confirm upload with the proctor. Failure to do so will constitute a failure to take the examination.
- i. No other electronic devices, save for the iPad authorized for use during the assessment, will be permitted in the examination room. For virtual, remotely proctored exams, specifications for a secondary device will be provided.
- j. 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 or their designate will act on behalf of the Director of Education/Director of Graduate Studies in this setting.

8. Sequestration

- a. In these situations, students are reminded that Policy 1, 10. applies.
- b. 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.
- 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><b>New Procedure Approved (date):</b> From Examination Regulations and Procedures Examination Policy - December 16, 2010</p>
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**Procedure Revision History (dates):**

April 26, 2012

April 28, 2016

April 27, 2017

May 31, 2018

August 30, 2018

April 29, 2021

**8 ATTACHMENTS**

None