

Examination Regulations and Procedures in Systems Design
Engineering

Undergraduate Studies Committee

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PREAMBLE

The Department of Systems Design Engineering has traditionally held the final examinations in its own class rooms without the direct assistance of the University Registrar's Office. This practice has afforded both faculty and students several advantages that make it a practice worth preserving.

The final examinations in Systems Design Engineering are just as important as examinations held under the auspices of the Registrar's Office and they should be conducted in a manner which is consistent with both the letter and the intent of the University Regulations governing final examinations. The Systems Design Engineering program is an accredited program that can lead to registration as a Professional Engineer and final examinations should also be conducted in a manner which is consistent with professional practice in engineering. As a means to that end the Department Undergraduate Studies Committee has prepared this document as a resource for faculty and students so that each may know what is expected of them by one another, by the Department, and by the University.

The Regulations and Procedures outlined below are intended to supplement the University of Waterloo Examination Regulations. Their purpose is to provide a uniform set of rules to be followed, by faculty and students in the Department of Systems Design Engineering, during final examinations. All faculty and students are urged to acquaint themselves with University Policies 70 (Student Grievance Policy) and 71 (Student Academic Discipline).

REGULATIONS AND PROCEDURES GOVERNING FINAL EXAMINATIONS

The following regulations and procedures are derived from the “University of Waterloo Examination Regulations and Related Matters for members of the Faculty” (October 2001 revision) available at www.adm.uwaterloo.ca/inforeg/interface/main/pdfs/ExamRegs.pdf

They are meant not to replace the University Regulations but to elaborate some selected parts of those regulations.

1. **Examination Types:** Examinations must be designated as one of the approved University types:

Closed Book Examinations for which candidates are permitted to bring only pens, pencils and drafting instruments.

Special Materials Examinations for which candidates may bring additional materials as specified by the examiner on the examination paper. This type may be used when calculators are allowed but are be restricted to include or exclude certain models.

Open Book Examinations for which no restrictions on materials are specified by the examiner.

2. **Examination Cover Page:** The first page of the examination question paper must contain the following information (see the Final Examination Cover Page Master, available on the Web at URL: www.adm.uwaterloo.ca/inforeg/interface/main/exams)

- Term of Final Examination: *e.g.*, Fall Term 2002
- Course Number, Title, Section and Held With Course(s) indicated: *e.g.*, SYDE 111 Calculus 1
- Instructor: name
- Date of Exam: *e.g.*, December 15, 2002
- Time Period: *e.g.*, 9:00 a.m. to 12:00 noon
- Duration of Exam: 3 hours (or as specified)
- Number of Exam Pages: (including cover sheet)
- Exam Type: see above (Closed Book, Special Materials, Open Book)
- Additional Materials Allowed: indicate additional materials allowed (see above); otherwise, print in capitals “NO ADDITIONAL MATERIALS ALLOWED”

- At the bottom of subsequent pages:
left-justified: Course Name and Number *e.g.*, SYDE 121
right-justified: Page Number *e.g.*, Page 2 of 10
 - The Marking Scheme provided at the bottom of the Cover Page may be eliminated according to the preference of the instructor.
3. **Presiding Officer:** The Presiding Officer shall be in charge of the examination and will normally be the Instructor of the course being examined. The Presiding Officer is in charge of the examination and failure to follow their instructions will be considered to be an Academic Offense. In the event of exceptional or unusual occurrences such as, for example, fire, the Presiding Officer is responsible for following the emergency procedures outlined by the Dean of Engineering.
 4. **Proctor:** A Proctor is any person assigned by the Department to assist the Presiding Officer during the examination. Proctors are normally the Teaching Assistants for the course being examined.
 5. **Late arrivals:** There shall be no extension of time for candidates who arrive late. The Presiding Officer shall write the time of arrival on the candidates examination booklet.
 6. **Bathroom breaks:** Candidates may, with the permission of the Presiding Officer, leave the examination room briefly and may be required by the Presiding Officer to be accompanied by a Proctor. The Presiding Officer or their delegate shall mark the time of departure and the time of return on the cover of the candidates examination booklet.
 7. **Very late arrivals:** Candidates who arrive more than one hour late for an examination will not be admitted to the examination room. They will be required to present their case for permission to write a deferred examination before the Associate Chairman for Undergraduate Studies and the course instructor at the earliest mutually convenient time.
 8. **Early departures:** After the examination has commenced, all candidates must remain for the first hour and must hand in a signed examination book, even if there are no answers in it, before leaving the examination room.
 9. **Communication:** Candidates are not allowed to communicate with one another during the examination. If during the examination a candidate gives assistance or receives assistance from another candidate, or has unauthorized aids in the examination room, such individuals will be deemed to have committed an Academic Offense.
 10. **The last 10 minutes:** At ten minutes before the conclusion of the examination period, the Presiding Officer or their delegate, shall announce the time remaining. The remaining candidates may not leave their seats after this time until told that they may do so by the Presiding officer. The Presiding Officer shall not dismiss the candidates until all the papers have been collected by the Proctors. A candidate

who leaves during the last ten minutes of the examination period or prior to all the exams having been collected, after having been instructed not to, will be considered to have committed an Academic Offense.

11. **The end:** When the conclusion of the examination is announced, all candidates shall cease writing. Failure to do so constitutes an Academic Offense.

DEPARTMENTAL REGULATIONS

The regulations set out here are intended to ensure that the intent of the University Regulations is followed. Several of the regulations presented here address situations that are specific to Systems Design Engineering and are meant to clarify the Department's position regarding how examinations are conducted.

1. **Coats, books, bags etc.:** All books, coats, bags and other personal paraphernalia must be left at the front of the examination room during the period of the examination. Only those materials needed for the examination (see item 1 under Regulations and Procedures Governing Final Examinations) may be taken to the examination seat. If cellular telephones or pagers are placed at the front of the room they should be turned off to avoid possible disturbance.
2. **Food:** Normally eating is prohibited during examinations. The Presiding Officer may make an exception to this rule in extraordinary circumstances, *i.e.* a diabetic student who requires food at a specific time.
3. **Drink:** Candidates may bring drinking water to the examination. The container must be transparent, unbreakable and fitted with a non-spill top. The Presiding Officer has the right to disallow any containers that in their judgment do not meet these criteria.
4. **Exam booklets:** Candidates should complete the outside cover of the examination book before beginning to answer the examination questions. If more than one book is used the candidate should number each book, showing its number in the sequence 1 of n, 2 of n, etc.
5. **Seating:** Candidates must write their examination at the desks and using the chairs provided. The Presiding Officer may make exceptions to this regulation for students with disabilities if, in their judgment, it is appropriate.
6. **Identification:** Candidates must have their student ID cards available for inspection by the Presiding Officer if requested.

DEPARTMENTAL PROCEDURES

The Procedures presented here are intended to facilitate a consistent, uniform and fair set of conditions under which examinations are conducted and graded in the Department of Systems Design Engineering.

1. **Instructor:** The course instructor will normally be present during the examination. If the instructor is not going to be present arrangements must be made for another **faculty member** to take their place at the examination. They must inform, in advance, the Associate Chairman for Undergraduate Studies of the arrangements that have been made.
2. **Clean exam rooms:** All examination rooms are to be cleaned (*i.e.* black boards and desk tops) between the end of lectures and the beginning of the examination period.
3. **Locked exam rooms:** The examination rooms are to be locked, except while an examination is being written, at all times from the end of lectures to the end of the examination period. The Presiding Officer is responsible for getting the room key from the Department Administrative Assistant.
4. **Seating:** The examination papers and booklets are to be set out by the Presiding Officer and Proctors prior to admitting the candidates. The papers are to be arranged at alternate places so as to have reasonable separation between the candidates. It is recommended that, if possible, no papers be set in the first row of the raised platforms at the back of rooms E2-1303A and E2-1303B.
5. **Admission:** Candidates are to be admitted to the examination room five minutes prior to the scheduled start time and are to proceed quietly to a seat that has an examination paper and booklet.
6. **Attendance sheets:** The Presiding Officer shall, after the first half hour but before the end of the first hour, have each candidate sign opposite their name on a class list prepared for this purpose by the Department.
7. **Aid Sheets:** In the event that an instructor wishes to allow the students to use an “aid sheet” during a Type “S” examination the “aid sheet” must be prepared according to the specifications provided and discussed by the course instructor. The specifications must be provided to the students before the end of the last regularly scheduled lecture. “Aid sheets” must be handed in with the examination booklets at the end of the examination. The student’s name, ID number and signature must be on the “aid sheet”. A candidate who uses an “aid sheet” which violates the specifications will be deemed to have committed an Academic Offense.

8. **Questions during the examination:** Answers to questions asked by students for clarification should be written on the board in all the examination rooms in which that exam is being held.
9. **Write in pen:** The Department strongly urges all Examiners to require that examinations be written in pen only. Figures may be drawn in pencil.
10. **Style:** The Department urges all examiners to consider the overall presentation of the examination answers including ability in written expression, legibility, and neatness when assigning a final grade. The candidates should be required to write their answers *only* on the right hand page, reserving the left hand page for rough work. The examiner should only grade the material written on the right hand pages. These factors are a measure of developing professionalism and are taken into consideration by the P.E.O. in its Professional Practice Examination which all persons seeking to obtain P.Eng. status in Ontario must write.
11. **Failure to write:** Candidates who fail to write the examination at the scheduled time are not to be given a deferred examination without the prior knowledge and approval of the Associate Chairman for Undergraduate Studies, or their designated representative, who shall also inform the Examinations and Promotions Officer. The instructor is to assign a final grade of “DNW” (Did Not Write) to any candidate who does not write the examination at the scheduled time. Faculty Examination and Promotion procedures allow for the student to appeal the assigned grade.
12. **Final Marks:** Final marks may be posted **After the End of the Examination Period** and **After the Final Grades have been Submitted** in a manner that protects the privacy of each student.
13. **Grade Changes:** Once the final grades have been submitted changes to an individual student’s grade must be affected by using a Grade Revision Form.

Student Academic Discipline Procedures¹

The complete policy regarding academic discipline is contained in Policy #71, Student Academic Discipline Policy, and the reader is referred to this policy for complete details. However, the essence of the policy as it pertains to the majority of commonly encountered discipline cases is described herein for quick reference.

Academic discipline comprises dealing with issues such as cheating on assignments, cheating on tests or exams, plagiarism, misrepresentation in academic endeavours, improper acquisition of exam papers, tests, or other materials, falsifying records, submission of material for academic credit that has already received academic credit, actions which unnecessarily impede the scholarly activities of others, etc.

While the responsibility to deal with such matters is generally delegated to the appropriate Associate Dean, there are fundamentally two levels at which resolution of the matter can be achieved. Beyond these two levels, an appeal route is available to the student and details of this can be found in Policy #70, Student Appeal Policy and Procedures. The two levels of resolution are:

Informal Resolution: In this case, the first in sequence to be undertaken, the persons involved (i.e. instructor, teaching assistant, student, etc.) attempt to come to a resolution of the matter among themselves. Such a resolution must be agreed to by the parties involved and submitted in writing, signed by all parties, to the Associate Dean within five working days. If the associate Dean agrees with the terms of the resolution, the matter is considered closed; otherwise, the matter will be resolved formally (see below). Instructors are encouraged to consult with their Associate Chairs regarding suitable penalties, however informal resolutions cannot result in the expunging of grades, the revoking of degrees, suspension, or expulsion.

Formal Resolution: If the attempt at an informal resolution fails, or is deemed by the Associate Dean to be inappropriate, the matter is referred to the Associate Dean for resolution. The Associate Dean shall inform the student of the charge(s) and provide other relevant information to the student. The student has five working days to respond. The Associate Dean will conduct an investigation within ten working days and arrange with the student to meet and discuss the findings of the investigation.

Appeals

The decision of the Associate Dean is subject to appeal if the appeal is launched within ten working days of the notification to the student of a formal decision. Appeal details are contained in Policy #70.

¹ G.E. Schneider, Associate Dean of Engineering, Undergraduate Studies