TL52 – Examination Administration

These records relate to the administration of examinations.

Content & Scope
Undergraduate final examinations are held during the scheduled examination period and may be administered by the Registrar, course instructor or delegate. Graduate examinations, and mid-term examinations and other tests, are administered by course instructors or delegates. The Centre for Extended Learning administers examinations for fully online courses.

The records include examination lists, attendance records, records related to incidents during examinations, records related to alternative examination times, examination conflicts, and relief; and records related to supplemental examinations.

Related Records
- For completed examination papers, see TL55: Examination Papers and Course Assignments
- For student discipline case files, see ST85: Student Discipline Case Files

Responsible Unit
Registrar’s Office; Faculties; academic departments and schools; Centre for Extended Learning

Information Steward
- Registrar
- Dean of the relevant faculty

Privacy Classification
- Public: examination schedules.
- Restricted: attendance records and records related to incidents during examinations.
- Confidential: all other records.

Retention
1 year after the end of the term in which the examination was written

Note: records related to incidents and/or materials confiscated during an examination as evidence of suspected cheating or violation of academic regulations may become part of a student discipline case file.

Disposition
Secure Destruction

Authority
University of Waterloo Academic Regulations Related to Assignments, Tests, and Final Exams
Retention Rationale
The retention period is based on operational use.

Approval Date(s)
July 26, 2010