
Protocols for Exams at St. Jerome's University

Academic Operations Manual

Approving Authority: SJU Senate Council

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Office of Accountability: Vice President Academic and Dean

1. Policy Statement

- 1.1. St. Jerome's University (SJU) students and faculty follow the policies on assignments, tests, and final exams that is provided annually in the University of Waterloo Academic Undergraduate Calendar. This policy provides supplemental details on policies and procedures in place to address any unique considerations when an exam is being completed on SJU's campus.
- 1.2. Instructors are advised to become familiar with University of Waterloo's policies on Accommodation.

2. Scope

This policy applies to all undergraduate courses offered by instructors employed by St. Jerome's University.

3. Guidelines for Final Exams Administered during the Final Exam Period by SJU Instructors

- 3.1. At least 24 hours prior to the scheduled final exam time, final exams must be stored in the instructor's office or emailed to the Scheduling Specialist in case the instructor or an authorized alternate is unable to administer the exam. If an instructor/designated proctor is unavailable due to an emergency, they should contact their Chair and the Scheduling Specialist who can work with the Vice President Academic and Dean on identifying an alternative proctor.
- 3.2. The proctor-student ratio should be approximately 1:50. In courses or sections that are larger than 50, there should be at least two proctors.
- 3.3. In larger courses (enrolment of 200 or greater), it is advisable to have students present their Student ID cards at each exam. If a student does not have a student ID card, the instructor/proctor may accept another form of photo identification instead. If ID acceptable to the instructor/proctor is not provided, the student should complete an Interim Identification Form (IIF) (obtainable through the Scheduling Specialist) and sign each exam booklet and/or each answer card(s).
- 3.4. After the exam has begun, all students should remain for the first hour. Students who arrive more than one hour late for an exam may be barred from writing the exam if students have already completed the exam and left the exam room. The decision to allow a candidate to write the exam is at the discretion of the instructor or authorized alternate. If the student is allowed to write the exam, the instructor or authorized alternate will mark the time of entry clearly on all of the answer booklets. There should be no extension of time for students who are allowed to sit for the exam after arriving late.

- 3.5. At ten minutes before the conclusion of the exam period, the instructor or proctor should announce the time remaining. Students may not leave their seats in the exam room after this time until all papers have been collected.
- 3.6. When there is a final exam scheduled at SJU outside of the normal working hours of SJU, instructors should be aware of the following:

3.6.1. Ensuring the Academic Building and Classroom are Unlocked

Salto access can be provided to the instructor to ensure that they have access to unlock all relevant spaces after hours. Instructors can work with the Scheduling Specialist when coordinating the exam schedule to ensure appropriate access is in place. If their fob is not working during business hours, instructors may seek support at the Front Desk. After hours, instructors should contact SJU Facilities.

3.6.2. Emergency or Crisis Support

In an emergency situation, instructors should dial Campus Police and/or emergency services using the phone in the classroom. Once appropriate emergency services have been notified, instructors may call the residence Don on duty (number to be provided by the Scheduling Specialist when an after-hours exam is scheduled) and request that a Don help with the management of the crisis or emergency.

3.6.3. Locking the Academic Building after the Exam

Facilities and the Scheduling Specialist will work together to ensure that all classrooms and buildings are locked in a timely manner following after-hours exams.

NOTE: Don support does not include proctoring, photocopying, or any other administrative support.

4. Guidelines for Assignments and Tests Outside of the Final Exam Period

- 4.1. Instructors shall normally hold regular tests and exams (that is, any test or exam other than finals) during the regularly scheduled class times for their courses. The date and time of a test or exam should be included in the course syllabus when possible. When not possible, the date and time should be announced well in advance of the test or exam; normally, the minimum time will be two weeks. Except under extreme circumstances, this time and date should not be subsequently changed without general consent from the class.
- 4.2. Such tests or exams are administered at the department level, with departments responsible for the printing of exam question papers, the conduct of the exams, and the supplying of all answer papers and other supplies necessary for such exams.
- 4.3. Normally, instructors may not hold major term tests in the last five teaching days in any term. Major term tests are those which account for more than twenty-five percent of the final course grade. Exceptions must be approved in advance by the instructor's Department Chair and the Associate Dean at SJU.
- 4.4. Instructors should announce early in the term, and preferably in the course syllabus, any class policy on make-up regular tests and exams.
- 4.5. No student shall be required to sit for a test or exam during the formal lecture period which is held outside the period 8:30 a.m.-10:00 p.m., Monday through Thursday, and 8:30 a.m.-5:30 p.m. on Fridays. An instructor who chooses to schedule a test or exam outside that period must provide suitable alternative time arrangements within the Monday to Friday period for any students who request such an alternative time.

5. Procedure Regarding Adjacent and Multiple Tests and Exams in a Day

- 5.1. In instances where a student has adjacent tests or exams or when a student has three or more tests or exams in a given day, the student should request relief from instructors within one week of the notification that caused the conflict. The relief may take the form of moving a test or exam to a new time or date, shifting the weight of the test to other evaluation mechanisms with the course, or other mutually agreed upon solutions.
- 5.2. Any unresolved disputes between an instructor and student regarding the “legitimacy” of conflicts or the “suitability” of alternative time arrangements will be decided by the appropriate Associate Dean(s). When in doubt, students should approach the Associate Dean at SJU. In such cases, any regularly scheduled University academic activity, which appears in the Schedule of Classes, will be given precedence in the resolution of a conflict with a test or exam in another course¹.

6. Proctoring and Make-up Exam Service

- 6.1. Instructors should normally proctor their own final exams. If this is not possible, the instructor must:
 - a) provide the Department Chair with a written statement explaining why the instructor is unable to proctor the exam, and;
 - b) find an alternate, preferably another SJU instructor, who has a degree and is familiar with the subject of the exam.
- 6.2. In situations where the enrolment is greater than 50 students, the Department Chair may work with the Vice President Academic and Dean to secure funding to pay qualified proctors for final exams.
- 6.3. The Office of the Vice President Academic and Dean offers a periodic make-up exam proctoring service during the regular term. Details are coordinated by the Academic Administrative Assistant.

¹ If an instructor decides to schedule a test or exam outside of their class time, and that test conflicts with another class or lab that is listed on the Schedule of Classes, the previously scheduled activity takes precedence.