

## 10. TESTS AND EXAMINATIONS

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Tests and examinations must be written at the time scheduled by the faculty. Documented medical/family emergency situations, conflicting religious observance schedules, students in varsity games or Georgian College Students' Association executive members participating in Georgian Board of Governor activities, senior management scheduled events, or military requirements are grounds for special consideration. Requests for adjustments to prescribed examination or test dates must be made before the examination or test dates.

### 10.1 Academic accommodations

All Georgian College students with disabilities are eligible for accommodations and support services. Students must register with Accessibility Services prior to any tests or exams, to allow the faculty to make any required arrangements. Academic accommodations are designed to create access and reduce/eliminate limitations that may impact learning and participation. Academic accommodations do not guarantee a level of achievement. Accommodations must be reasonable and cannot change the learning outcomes of the course.

There may be circumstances that prevent students from being able to write a test or submit an assignment on a pre-scheduled date. Students must make every effort to inform their faculty well in advance if they think they will not be able to meet a deadline.

Circumstances that are eligible for academic accommodation may include:

- Sudden or acute physical illness or mental distress
- Serious injury to self or significant others
- Bereavement
- A traumatic event
- Other serious personal/family crisis.

Circumstances that are not eligible for academic accommodations, and could result in a mark of 0 may include:

- Personal or family events (e.g., vacations, weddings)
- Technological and/or computer failure
- Disability for which you are already receiving ongoing accommodations (Section 10.1: *Academic accommodations*)

Documentation to support absences must include the following information:

- name and ID number of the student
- date and time of the incident/illness
- a statement from an appropriate regulated health care professional that the student was absent for medical reasons (if medical)
- the name, license/registration number, phone number and signature of the appropriate regulated health care professional/witness (if medical)

Academic accommodations for missed tests/assignments/co-op that are requested more than once per course or multiple times in a semester may warrant additional discussions with the faculty to ensure academic integrity is maintained. The faculty, in consultation with the dean/associate dean may recommend restrictions in the use of academic accommodations for a set period of time.

Accommodations may also be made to allow for religious observance. In all cases, arrangements must be made with the faculty prior to the test, examination, assignment, clinical or field placement due date. Other reasons for absence are not sufficient to receive any special consideration and result in a mark of 0.

### 10.2 Academic accommodations for religious observances

Georgian College, in agreement with and in support of the *Ontario Human Rights Code*, is committed to respecting the religious beliefs and practices of all members of the college community and will make accommodations for observances of special significance.

Every effort will be made to avoid scheduling in-class or formal tests and examinations on days of special religious significance throughout the year. The dates for all religious holidays will be taken into consideration by the Office of the Registrar and remain consistent with those in the *Ontario Public Service Religious Holiday Policy*. Accommodations must be reasonable and cannot change the learning outcomes of the course.

Faculty should inform students of the existence of this policy and the process to request accommodation for religious observance. Refer to the *Accommodation of Religious Observances* procedure.

## 10.3 Guidelines

- Students with more than two tests or exams of weighted value, each of 30 per cent or more over a 24-hour period, may connect with their faculty to discuss options for rescheduling. This discussion must take place a minimum of four weeks prior to the tests/exams
- No evaluation is permitted after the last day of classes of a semester unless otherwise agreed on by the faculty in consultation with Registrar's Office where appropriate
- Students must appear at the test room or online at least five minutes before the examination or test is scheduled to start
- No one is allowed into a test room or the online environment during an examination or test except the students writing the examination or test and the faculty and approved proctor
- Bags, books, and devices such as phones must be left in areas designated by the faculty (not taken to a desk or table)
- Faculty may ban any device deemed to compromise the integrity of a test or examination both in person or online
- Students must have their student ID (ONEcard) available for admission into the test room or for the online environment. For in person, and they should place the cards on their desk (where it can be seen). If a student is using the mobile app, they must abide by direction from faculty regarding personal devices and be prepared to show their digital ONEcard upon request
- Faculty have the authority to assign seats in person
- Students must follow the instructions on the examination documents, as appropriate
- If students wish to start the test either by entering the test room or online after an examination or test has started, they must have the faculty's permission. If permission is given, students must complete the examination or test in the time remaining. If not, they will receive a mark of "0" on the examination
- If students bring unauthorized material into the test room or asks for assistance from any other student or unauthorized source, they will not be permitted to continue writing. They may also be denied permission to write subsequent examinations or tests and may be subject to penalties under the regulations for academic misconduct (Section 8: *Academic integrity*).
- Once an examination or test has started, students cannot leave the test room or online environment for at least the first 30 minutes without faculty permission. For in-person, a student can not leave during the final 10 minutes so as to not distract others still writing. The exception is in Marine courses where students are not permitted to leave the examination or test environment during the entire period, as regulated by Transport Canada
- All writing and/or online submissions must stop when faculty announces the examinations or test time is over and or faculty sets the online testing time to end. If students do not observe this rule, their papers and or online submissions may not be accepted
- Students are not permitted to take examination books and other materials out of the examination room or specified online environment unless noted in the course outline.
- Students must be alone and undisturbed in a quiet testing space for online tests and examinations, with the exception of specified and authorized test aids approved by faculty and or accommodations
- Students must keep only the required computer application(s) open and power off all electronic devices such as cellphones and iPads, and keep these devices inaccessible for the duration of the test or examination.

## 10.4 Cancellations

In the event of a college closure due to inclement weather or unforeseen circumstances, students should contact their faculty for information with regards to the re-booking or action required as a result of the cancellation.

Faculty will determine an acceptable means of covering the course material and achieving the learning outcomes. If a campus is closed on a scheduled exam date, the academic area will re-schedule the exam to a suitable date and time and students will normally be notified by their faculty via their Georgian email or Blackboard course accounts. (Faculty/staff should reference the *Unscheduled Campus Closure Procedure #2-102*).

## 10.5 Notification of college closures

Generally, notifications of college closures are made via:

- College website
- Radio and television announcements through local and regional media
- College telephone system automated message
- Employee portal/Blackboard
- All staff email
- All student email to college accounts
- Georgian College Facebook site
- Georgian College Twitter feed
- Student portal "MyGCLife (<https://georgiancollege.sharepoint.com/sites/Employee/SitePages/Home.aspx>)"
- safe@Georgian app

## 10.6 Academic accommodations due to the COVID-19 pandemic

All persons, including students, faculty, and staff, who are on campus will abide by Georgian College's *pandemic policies*. During this special circumstance, where a student is unable to complete on-campus course work due to protocols, the student must notify the faculty immediately by email, and where possible, at least 24 hours prior to the start of an evaluation. Please refer to section 10.2: *Academic accommodations* regarding required documentation to support absences.

The faculty will determine an acceptable means of covering the course material and achieving the learning outcomes in a reasonable timeframe, typically within the term dates or prior to the 10<sup>th</sup> day of class in the subsequent term. There may be some circumstances where learning outcomes cannot be achieved, such as courses that have specific accreditation requirements. The student will be required to provide written agreement by email, within two days, to the means and timelines for covering the learning outcomes, to the faculty, program coordinator, associate dean or dean, and to adhere to this agreement. Failure to agree to the means and timeline or meeting the deadlines will result in the grade being assigned with the course work completed up until that time.

Where students may not be able to complete the course work, alternate options such as withdrawal without academic penalty (WD) for the course, an incomplete grade (IN) or a pass by aegrotat (AEG) may be considered. (Section 5: *Academic grade record and promotion*). Typically, if the student cannot complete the course, the student will be required to register for the course in a future semester.

## 10.7 Academic accommodations due to international incidents

Georgian College recognizes at times events of a significant scale arise (e.g., major conflict, natural disaster). The college recognizes these events may impact a student's ability to study.

To support the completion of studies during a term during which such an event occurs faculty will determine an acceptable means of covering the course material and achieving the learning outcomes in a reasonable timeframe, typically within the term dates or prior to the 10<sup>th</sup> day of class in the subsequent term. The student will be required to provide written agreement by email, within two days, to the means and timelines for covering the learning outcomes, to the faculty, program coordinator, associate dean or dean, and to adhere to this agreement. Failure to agree to the means and timeline or meeting the deadlines will result in the grade being assigned with the course work completed up until that time.

In cases where students may not be able to complete the course work, alternative options such as withdrawal without academic penalty (WD) for the course, an incomplete grade (IN) or a pass by aegrotat (AEG) may be considered. (Section 5: *Academic grade record and promotion*). Typically, if the student cannot complete the course, the student will be required to register for the course in a future semester.