



**SENATE POLICY:  
J-102**

**VANCOUVER and  
OKANAGAN SENATES**  
c/o Enrolment Services  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

**Number & Title**

J-102 *Examination Hardships and Clashes*

**Effective Date:**

1 September 2012

**Approval Date:**

April 2012

**Review Date:**

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *responsible committee*.

**Responsible Committees:**

Vancouver Senate Academic Policy Committee  
Okanagan Senate Academic Policy Committee

**Authority:**

*University Act, S. 37(1)*

*“The academic governance of the university is vested in the senate and it has the following powers:*

*...(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;...*

*...(s) to make rules respecting the conduct and financing of examinations referred to in paragraph (r) and other examinations conducted by the senate under any other Act;”...*

**Purpose and Goals:**

The goal of this policy is to provide for consistent, fair, and equitable treatment of *examination candidates*, as well as to clarify the definition of *examination hardships* and *examination clashes* and the steps to take when they occur.

**Applicability:**

This policy is applicable to all *formal examinations* associated with academic *courses* at the University.

**Exclusions:**

None

**Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Course* shall mean course of instruction.
- *Examination Candidate* shall mean a student undertaking a *formal examination* for a course in which he or she is enrolled.
- *Examination Clash* shall mean the occurrence of multiple *formal examinations* scheduled on the same day and at the same time, or for which the allotted times overlap.
- *Examination Hardship* shall mean the occurrence of an *examination candidate* being faced with three (3) or more *formal examinations* being scheduled within a 24-hour period.
- *Formal Examination* shall mean an oral, written or practical assessment that contributes toward the determination of an *examination candidate's* final grade or standing in the respective course, and that is scheduled by the Registrar and time-limited, with invigilation provided.
- *Formal Examination Periods* shall mean the periods when *formal examinations* are scheduled (normally, in December, April, June, and August) as delineated in the Academic Year by the Registrar.

**Policy:**

- 1) An *examination candidate* facing an *examination hardship* shall be given a new examination date and time for the second *formal examination* by the respective instructor or department/faculty. The student must notify the instructor of the second *formal examination* no later than one (1) month prior to the examination date for courses in the Winter Session (whether in Term 1 or Term 2), or no later than two (2) weeks prior to the examination date for courses in the

Summer Session. If the *examination hardship* involves more than three (3) *formal examinations*, this process is to be repeated.

- 2) Where an *examination clash* occurs, *examination candidates* are to contact their instructor(s) as soon as possible to determine if an alternate writing time is available; if the instructor(s) is unable to resolve the *examination clash*, then the department head or dean/director is to be consulted.
- 3) If an alternate writing time is not available at the faculty level, *examination candidates* must contact Enrolment Services, to make alternate arrangements.

### **Calendar Statement:**

This policy is applicable to all formal examinations associated with academic courses at the University.

An examination hardship is defined as the occurrence of an examination candidate being faced with three or more formal examinations scheduled within a 24-hour period (e.g., from 8:00 a.m. to 7:59 a.m. the following day).

An examination candidate facing an examination hardship shall be given a new examination date and time for the second formal examination by the respective instructor or department/faculty.

The student must notify the instructor of the second formal examination no later than one month prior to the examination date for courses in the Winter Session (whether in December for Term 1 or April for Term 2), and no later than two weeks prior to the examination date for courses in the Summer Session. If the examination hardship concerns more than three (3) formal examinations, this process is to be repeated.

An examination clash is when a student has multiple formal examinations scheduled on the same day and at the same time, or where the allotted times for scheduled formal examinations overlap. In these cases, alternate arrangements should be made as soon as possible. The student should first contact his or her instructor(s) to determine if an alternate time to write the exam is available; if the instructor(s) is unable to resolve the examination clash, then the department head or dean/director is to be consulted.

If an alternate writing time is not available at the faculty level, examination candidates must contact Enrolment Services, to make alternate arrangements.

## **Consultations**

The following groups have been consulted during the development of this policy:

Enrolment Services; Deans; Access & Diversity; Office of the Ombudsperson for Students; Office of the Vice-President, Academic; Legal Counsel

## **History:**

The first rules around examination hardships were approved by Senate in April 1998 and has been subject to amendments from time to time as exhibited in the archive of Academic Calendars. This policy codifies these historical developments.

## **Related Policies:**

### **Academic Accommodation for Students with Disabilities**

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,34,0,0>

### **Academic Concession**

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0>

### **Exam Scheduling Policies and Procedures**

<http://www.students.ubc.ca/classroomservices/course-and-exam-scheduling/exam-scheduling/policies-and-procedures>

### **Sudden Examination Disruption Policy**

<http://www.senate.ubc.ca/vancouver/policies.cfm?ID=15>

### **Rules Governing Formal Examinations**

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,41,90,0>

## **Appendix:**

There is no appendix to this policy.