



**SENATE POLICY:  
V-103**

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

**Number & Title**

**V-103: Use of the Formal Examination Periods**

**Effective Date:**

2 September 2013

**Approval Date:**

October 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

**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 expectations with regard to the scheduling of examinations around the *formal examination period*.

**Applicability:**

This policy applies to all *formal examinations* and *in-term examinations* associated with credit-based courses at the University.

**Exclusions:**

Formal examinations conducted in graduate programs and in post-baccalaureate professional programs are excluded from this policy.

**Definitions:**

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

- *Examination Candidate* shall mean a student undertaking a formal examination for a course in which he or she is enrolled.
- *Examinations*:
  - o *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.
  - o *In-term Examination* shall mean any major *examination* held during class-time or scheduled outside of class-time, during the Summer or Winter Sessions.
- *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. Faculties are urged to make full use of the *formal examination periods*-as scheduled in either Winter or Summer Session.
2. Unless the relevant dean and head, for sound academic reasons, grants an exemption, all courses designed for first- and second-year students shall be examined in the scheduled *formal examination period*.

3. The holding of any *examination, formal or in-term*, is forbidden during:
  - a. the two (2) weeks preceding the *formal examination periods* of the Winter Session, usually held in December and April; and,
  - b. the one (1) week preceding the *formal examination periods* of the Summer Session, usually held in June and August.

This restriction does not apply to regular weekly or bi-weekly tests or to traditional and current practices in laboratories.

### **Calendar Statement:**

**As above**

### **Consultations**

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

Access and Diversity, Enrolment Services, Deans, Office of the Ombudsperson for Students, Office of the Vice-President, Academic, Office of University Counsel

### **History:**

The Senate Policy on Examinations was first approved by the Senate in October 1976 and amended in December 1990. Additional provisions were decided in September 1993 and May 2004 that were, prior to this policy, listed in the Senate Policy Abstract titled *Senate Policy and Current Practice on Term and Examination Scheduling*. This policy combines elements of both policies that are related to the scheduling of examinations.

### **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>

#### **Sudden Examination Disruption Policy**

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

### **Appendix:**

There is no appendix to this policy.