



Yellowhead Tribal College

P.O. Box 3420, Morinville, AB T8R 1S3

Campus/Sub office: 10045 156 Street
Edmonton, AB, T5P2P7

Deferred Exam Policies

Deferred Exam Administration and Supervision

Exam Location

All deferred college examinations will be written in an alternative location selected and approved by the Department Head, Program Coordinator, or appointed representative.

Exam Supervision

All deferred college examinations will be given under the supervision of the Proctor or an approved Yellowhead Tribal College employee.

Writing Exams

Pre-requisites for Exams

A student's right to take an examination is contingent on:

- Being registered in the course,
- Being able to produce valid student identification before the examination,
- Being capable (i.e., not ill or impaired) of taking the exam, and

Students who write the exam and later claim that they were ill when they wrote the exam will be assigned the grade they scored and will not be allowed to re-do the exam. Coordinators will be responsible to ensure the above requirements are met.

Exam Attempt

At the beginning of the examination, a student must verify that the correct exam for their course has been provided. Once a student has viewed an exam, it will be considered to have been an attempt at the exam and the exam will be considered written.

Arrival for Exams

Students should arrive 10 minutes prior to writing time. This is to ensure that seating and instructions can occur in a timely manner and to ensure they receive the full time allotted for the exam.

Late Arrival for Exams

Students arriving late for the exam start time will be seated at the discretion of the Department Head, Program Coordinator, or designate. If it is determined that the late arrival will impede the ability of the Proctor to supervise the examination in the time allotted, students will receive a grade of zero.

Permitted References and Aids During Exam

Only those items specifically authorized by the instructor may be brought into the exam location. The Proctor must be notified in advance which aids will be allowed during the examination. The use of unauthorized personal listening, communication, recording, photographic, translation, and/or computational devices is strictly prohibited and will be treated as academic misconduct.

Communications During Exams

During the exam, all communications should be addressed to the Proctor. Students should not, under any circumstances, speak to or communicate with other students or leave their answer papers exposed to view.

Exam Integrity and Code of Conduct

Exam Integrity

Students are expected to write their examinations in an honest and straightforward manner. Any irregularities will be documented and reported. Where there are reasonable grounds for believing a violation of exam protocol has occurred, the candidate will be subject to the disciplinary procedures and sanctions according to the Code of Student Conduct.

Student Conduct During Exams

Students are expected to be respectful to the Proctor and to the other students writing in the exam room. Disrespectful behaviour will not be tolerated. Students are subject to the disciplinary procedures and sanctions described in the Code of Student Conduct.

Exam Return to the College

Attempted or Completed Exams

Paper Exams

- An attempted and/or completed exam must be returned to the Proctor and only to the Proctor. Attempted or completed exams must be returned by the Proctor to the Department Head or Program Coordinator no later than the next business day.

Online Exams

- Online exams require a stable internet connection in order for students to complete the exam. An online exam will be submitted through the Learning Management System (e.g., Moodle) when the student has completed or when the allotted time has expired. Students are responsible for ensuring that their exam is properly submitted through the Learning Management System.

Review of Exam by Student

Subject to reasonable administrative arrangements and provided the request is made by a student within a reasonable time after the notification of a mark, every student has a right to review any exam for which they have received a mark and a right to discuss the exam with the Instructor or Program Coordinator/Department Head.

Appeal of a Mark of Grade

Students must make an appeal of a mark or grade to the Program Coordinator or Department Head.