

UFV Final Examination Practices

Purpose

This document serves as a framework for the requesting and scheduling of final examinations. It applies to academic level courses taught at the University of the Fraser Valley that follow Senate approved sessional dates.

Relevant Policies

[Policy 46 Instructional Responsibilities](#)

EVALUATION, EXAMINATIONS AND ASSIGNMENTS

Examinations, projects, or presentations that constitute a final examination procedure are expected to be scheduled in conformity with the university examination schedule. For courses adhering to a fifteen-week semester schedule:

- (a) Exams worth more than fifteen (15) percent of a course grade must not be held during the last five instructional days of the semester.
- (b) The due date of take-home exams normally must not be during the last five instructional days of the semester.
- (c) Exams must not be scheduled in the break between the last day of classes and the beginning of the examination period.

As the Registrar's office considers the final exam schedule to be final once it is published, instructors cannot informally schedule their own synchronous final examinations or change the day and/or time of their published examinations. If an alternative room is required, a request can be sent to Scheduling.

Any exceptions to these examination guidelines must be approved by the program/department head/director (whichever applies), the applicable Dean and UFV Registrar.

Current Scheduling Practices

A formal final examination period will be scheduled at the end of each semester.

The sessional dates are approved by [Senate](#) and include definition of the start and end date of each academic term, and the exam period (first through last day of exams). The Registrar's office is responsible for scheduling final exams during the exam period.

The Scheduling office determines the final exam schedule approximately 4 weeks after the start of classes.

For all semesters, students and instructors are expected to be available for the full set of sessional dates until the final exam schedule is published.

Scheduling Principles and Guidelines:

The Office of the Registrar will schedule final examinations based upon requests submitted by faculty, **plus** these assumptions:

- Exams are scheduled during one of the following blocks:
 - Morning: 9:00 – 12:00
 - Afternoon: 14:00 – 17:00
 - Evening: 19:00 – 22:00
- Exam days include **Monday through Saturday** but exclude statutory holidays.
- Exams will be scheduled over the course of the entire exam period to provide a reasonable spread of exams for students, as well as to ensure the efficient use of the resources available.
- Exams will be primarily scheduled on the campus that the section is scheduled.
- Online courses are eligible for on-campus examination.
- Where the schedule allows, sections that start at 5:30 PM or later will primarily be scheduled in the Evening block.
- Saturday classes will primarily have exams scheduled on Saturdays.
- Primary goal is to ensure that no (few) students have two or more exams scheduled at the same time. Note: Sometime this is unavoidable.
- If we can achieve it, the Registrar's office attempts to schedule no more than two exams per day for any given student.

Where requested, the Registrar's office will:

- Combine sections of the same course so that all students write the exam at the same time and place and choose a least-conflicting date/time. Note: Sections may not be different courses.
- "Stack" sections of the same course so that all students write the exam at the same time, but in different rooms/campuses and choose a least-conflicting date/time.
- Sequence exams where back-to-back exam invigilation is required.

Final Exam Request Procedures:

- The Office of the Registrar will activate the online [Final Exam Request Form](#) at the start of each term.
- Active faculty will receive an email from Scheduling, directing them to complete the form and will be provided with a deadline to submit it.
- Requests for faculty accommodations due to an unanticipated extenuating circumstance must have approval of the relevant Department Head or designate prior to Registrar's office consideration. Approved requests will be considered by the Registrar's office but might not always be accommodated.

Exam Conflict Procedures:

UFV considers exams to be in conflict if:

- A student has two or more examinations at the same time.

Students who have an exam conflict should contact their course instructors directly to make alternate arrangements, and upon agreement, follow [Assessment Services](#) procedures.

Although not considered a direct conflict, students may request an exam accommodation if they have:

- more than two examinations in one day; or
- 3-back-to-back examinations (e.g., Day 1 - 1400-1700, 1900-2200 and Day 2 - 0900-1200)

Questions? Contact Scheduling – scheduling@ufv.ca