



Policy Area: Academic  
Policy Number: FNXPL\_2402N\_ED/PVPA  
Policy Sponsor: Provost and Vice-President Academic  
Policy Contact: Registrar  
Stakeholders: Students and Employees  
Authority:  
Approval Authority: Education Council  
Approval Date: February 1, 2024  
Effective Date: September 1, 2024  
Replaces: OC Calendar - Examinations Policy / Out-of-Time Final Examinations  
Last reviewed: February 2024      Scheduled review date: February 2029

---

Procedures:

---

Student learning is evaluated through different

Means granting a Student, under extenuating circumstances, to write their Final Examination at a date or time other than the scheduled date and time of the examination.

Means instances that are beyond a Student's control and may negatively impact a Student's academic performance.

Means an assessment of Student learning that is formally scheduled during the official examination period.

Means a schedule listing all Final Examinations, their date, time, duration, designated location, and assigned invigilators.

Means the period during which Final Examinations are scheduled.

Means any person enrolled as a student at Okanagan College. For the purpose of this policy means a Student who is on the official class list.

Means someone who can assist a Student in understanding the College's policies and procedures and help a Student identify questions that they may have throughout institutional processes. Examples include Student Services employees, Student Association representative, elder, friend.

- 5.1 The Final Examination time-period is published annually by the Registrar's Office and found at
- 5.2 The Registrar is responsible to prepare the Final Examination Schedule with the primary goal of ensuring the minimum number of Examination Schedule conflicts for Students.
- 5.3 Students are required to write Final Examinations at the time, date, and designated examination location indicated on the Final Examination Schedule. Students should be aware that Final Examinations may be scheduled on days and times that differ from regular class schedules, including evenings and weekends.
- 5.4 Subject to an Instructor's discretion and specific exam protocols, students are expected to begin the Final Examination on time and latecomers will not be admitted after thirty (30) minutes. Students who arrive late for a Final Examination are not allowed additional time. Students may not leave the Final Examination setting within the first 30 minutes or the final thirty (30) minutes of the examination period.

□

6.1 Examination Schedule Conflict:

- a) two or more Final Examinations scheduled at the same time;

| Date       | Action                              |
|------------|-------------------------------------|
| 2024-02-01 | Approved by Education Council:      |
|            | Replaces OC Calendar - Examinations |