



## Medicine Hat College Policy FINAL EXAMS

Policy #:	AC-05
Policy Authority:	Registrar
Executive Sponsor:	Vice President Academic
Approved by:	President
Effective Date:	5/16/2016
Next Mandatory Review Date:	5/16/2021
Frequency of Review:	Every 5 years

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### 1. POLICY OBJECTIVE

The purpose of this policy is to define the administration of Final Exams at Medicine Hat College (MHC).

### 2. POLICY SCOPE

This policy applies to all Credit Programs at MHC.

### 3. PRINCIPLES

- 3.1. Final exam schedules for the fall and winter semesters are issued at least two (2) months before the examination period.
- 3.2. Final exams will not be administered outside the posted exam schedule unless written permission is obtained from the appropriate Dean. Enrolment Services and the Registrar must be informed of any changes.
- 3.3. Final exams that are to be photocopied by Duplicating services will be secured until picked up by the instructor or an approved alternate.

### 4. RESPONSIBILITIES

- 4.1. **Student Development** is responsible for developing a final exam schedule for the fall semester and the winter semesters and communicating the schedule to students and faculty on completion.
- 4.2. **Instructors** are responsible for
  - (a) arranging their own final exams in the spring/summer sessions.
  - (b) ensuring final exams are properly secured.
  - (c) working with appropriate departments to support students with documented accommodations and exam conflict arrangements.
  - (d) communicating with Enrolment Services if an examination room is not required.

### 5. RELATED POLICIES

- 1.10 – Evaluation of Student Learning

**6. APPLICABLE LEGISLATION/REGULATIONS**

*Post-Secondary Learning Act*

**7. RELATED INFORMATION**

Final Exams – Academic Calendar

***ORIGINAL COPY SIGNED***

Denise Henning  
President and CEO

Date: May 16, 2016

***ORIGINAL COPY SIGNED***

Mike Gillespie  
Vice-President, Academic

Date: May 16, 2016

**DOCUMENT HISTORY**

May 2016      Revised policy approved