

Policy Title: EXAMINATION PROCEDURES FOR INSTRUCTORS

Policy Number: Law-5

Established: April 2006 by Academic Co-ordinator

Revision Date:

Position Responsible for Maintaining and Administering the Policy: Academic Co-ordinator.

Policy Statement:

Purpose:

Scope: Applies to all Windsor Law faculty and sessional instructors

Exceptions to Policy: none

Cross-References: none

Procedures:

EXAMINATION PROCEDURES FOR INSTRUCTORS

1. Examination Scheduling

The scheduling of final examinations is handled by the Associate Dean. Faculty members shall inform the Associate Dean of their examination and evaluation plans within the first two (2) weeks of each term. Senate By-laws state that no Faculty member shall schedule exams or tests within the last week of classes in each term.

2. Conduct of Examinations

(a) Materials Permitted During Examinations:

Each instructor shall advise his/her students during the first two (2) weeks of class exactly what materials they may bring into the examination room; if he/she permits such materials, he/she must clearly indicate whether the permitted materials may have annotations, marginal notes, or other such supplements. Instructions regarding permitted materials must also be placed in a prominent position on the first page of the examination itself. Library books should not be permitted materials except in extraordinary circumstances.

(b) Instructors' Presence During Examinations:

All instructors, whether full-time or part-time, should be available in the examination room for the full duration of the examination.

(c) Rules for Examinations:

- (i) Except in the case of an emergency, no student will be permitted to leave the examination room during the first hour of the examination period.

- (ii) A student writing an examination may not talk to or otherwise communicate with anyone except a member of the Faculty of Law's teaching or administrative staff during the examination period, whether in the examination room or outside of it.
 - (iii) A student writing an examination may bring into the room only those materials which are specifically authorized by the instructor; he/she may not bring in unauthorized materials, or authorized materials with marginal notes or other supplements not specifically authorized by the instructor.
 - (iv) If a student leaves the examination room during the examination period, intending to return, he/she may not take with him/her anything pertaining to the examination (i.e. the examination, examination book or books, notes, etc.).
 - (v) As a matter of courtesy to fellow students, students are asked not to sign out of the examination **15 minutes** prior to the end of the examination.
 - (vi) Any student who continues to write any examination after the examination period has expired shall be subject to a downward adjustment of his/her grade on that examination to compensate for the unfair advantage the student gained over his/her fellow students who observed the time limit. The adjustment may be more than one grade level in the case of more flagrant violations. The adjustment to be made in any individual case shall be determined initially by the professor concerned, subject to ratification by the Faculty. The student concerned shall have a right to a hearing before the Faculty at the time his/her case is being considered.
3. Any problems regarding the conduct of examinations, illness etc. must immediately be brought to the attention of the Associate Dean or the Academic Coordinator.

Review Process for Policy:

Process for Communicating Policy:

Definitions: none

Appendix:

ATTENTION ALL STUDENTS

EXAMINATION PROCEDURES

2(c) Rules for Examinations:

- (i) Except in the case of an emergency, no student will be permitted to leave the examination room during the first hour of the examination period.
 - (ii) A student writing an examination may not talk to or otherwise communicate with anyone except a member of the Faculty of Law's teaching or administrative staff during the examination period, whether in the examination room or outside of it.
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3. Any problems regarding the conduct of examinations, illness etc. must immediately be brought to the attention of the Associate Dean or the Academic Coordinator.