Lakehead UNIVERSITY | University Secretariat

Tests, Assignments, and Final Examinations Policy

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Senate Teaching & Learning Committee

Approval Authority: Senate;

Established on: May 2026

Amendments: None;

Most Recent Review: N/A;

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1. Purpose and Scope

Lakehead University is committed to supporting students as they strive for academic success, both in terms of learning the material and achieving grades that meet minimum program requirements. Clear communication from instructors about the form and content of all assessments (test, final examinations, and assignments of various types) helps students dedicate sufficient time to their academic work and adopt appropriate, discipline-specific strategies for acquiring the knowledge and skills that they will be asked to demonstrate. The purpose of this document is to outline the information that instructors are expected to provide to students to empower them to meet these goals.

The approach outlined below is also intended to reflect the shared responsibility of learning: instructors guide and support students who engage with the material and actively seek any necessary support. Students are expected to manage their time and responsibilities in such a way that allows them to study and complete assignments thoroughly; failure to do so is not the fault of the instructor.

2. Expectations for Information Communicated to Students

For final examinations and midterms taking place during the exam period, students are expected to confirm the day, time and location of their exam, as outlined in the Examinations section of University Regulations. Instructors are expected to communicate to students the following information about their midterm or exam:

- the **format** (ex. multiple choice, short answer, essay question, etc.),
- **general content** (ex. comprehensive versus chapter-, book- or unit-specific),
- if applicable, **any specific supports allowed** (ex. open-book, memory aids, etc.)

For all other quizzes and tests, whether proctored, online or take-home, instructors at Lakehead University are expected to articulate either verbally in class or in writing (ex. on PowerPoint slides, on D2L or via email):

- the **day and time or deadline** of the quiz/test, as outlined in the course syllabus, or a reminder of where students can access that information (ex. on the syllabus, on D2L),
- the **format** (ex. multiple choice, short answer, essay question, etc.),
- **general content** (ex. comprehensive versus chapter-, book- or unit-specific),
- **allotted time** (ex. one hour), and,
- if applicable, **any specific supports allowed** (ex. open-book, memory aids, etc.)

For all other assignments (ex. take-home essays), instructors should clearly indicate:

- the **due date**,
- the **minimum length** (ex. 10 pages), if applicable, and
- the **broad scope** of the assignment (ex. compare at least two novels, include at least 5 secondary sources, etc.).

Instructors are not expected to provide an exhaustive list of topics for students to review, nor are they expected to "teach to the test" — meaning that they may include on the syllabus, as well as in lectures and discussions, materials on which they do not later test or evaluate students' knowledge.

Instructors may also evaluate students' understanding of materials that were assigned as independent learning. In such cases, the instructor must clearly articulate the expectation that students learn that material outside of class and, if applicable, further their understanding independently (ex. through documentaries, secondary source materials, academic articles, etc.). Prior to evaluating their understanding of those materials, the instructor must also afford students the opportunity to ask questions, either in class, via email, in monitored D2L discussion forums or during office hours.

3. Timing of Communication with Students

A list of all evaluation components, percentage weighting of the final mark, and penalties for late or incomplete submissions must be included in the syllabus distributed at the start of the academic term. The information listed in section 2 of this policy must be communicated to the students, in class or in writing, at least 5 calendar days before the quiz, test, examination or assignment due date.

4. General Exceptions

Exceptions for impromptu evaluations such as pop quizzes are permitted, provided that the syllabus indicates that such evaluations may take place at any point in within the course.

Review Period: 5 years
Next Review Period: 2031-2032;
Related Policies and Procedures: Final Examinations: Retention and Viewing;
Policy Superseded by this Policy: Examinations: Past Finals (Available to Students)

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

Office of the University Secretariat

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