



MEMORANDUM

Date: November 14, 2016
To: Ms. Barbara Eccles, Secretary of Senate
From: Dr. Wayne Melville, Chair, Senate Academic Committee
Subject: Senate Academic Committee Report

The Senate Academic Committee (SAC) met on November 4, 2016.

1. Regulations Subcommittee

SAC Regulations reviewed the following proposed regulation changes.

SAC passed a motion to approve SAC Regulations recommendations and forward these requests to the next appropriate committee:

- 2016-HBS-5729 Regulation Modification for Nursing
- 2015-FGS-5395 Doctoral Regulation Changes
- 2016-UNIVREG-5840 Regulation-Modification-Minor change to the University Regulation on Standing

2. SAC/O-AGC Joint Subcommittee

The SAC/O-AGC Joint Subcommittee reported that it is continuing to review submitted courses for approval as Type E (Indigenous Content Requirement) courses and made recommendations to SAC.

SAC passed a motion to approve the following Type E courses:

- 2016-SOC-5803 - Amendment to Type E English courses
- 2016-SOC-5805 - Amendment ENGL 4012
- 2016-SOC-5806 - New cross listed courses
- 2016-SOC-5807 - Word Changes in Course Titles and Descriptions
- 2016-SOC-5808 - New Cross Listed Course

3. Writing Initiatives Subcommittee

Ms. Karen Keiller, University Librarian, was elected as the 2016-2017 Chair of this Subcommittee.

4. Prior Learning Assessment & Recognition (PLAR)

The Senate Academic Committee has formed a Working Group to continue development of PLAR.

5. Evaluation of Fall Break

The Senate Academic Committee has established a Working Group to collect data on the impacts of the Fall Break.

6. Exam Regulation

In response to Lakehead University's Academic Plan [Priority 1: Achieve Excellence in Teaching, Learning and Research. Action 2.1. Systematically review all academic policies and regulations], along with discussions arising at Senate last academic year, the Senate Academic Committee is bringing forward to Senate revised Examination Regulations.

The revised Examination Regulations have been updated to reflect our changing environment, while ensuring that the integrity of the examination process is preserved. A review of Examination Regulations at other universities across the province was part of this process to help shape best practices for Regulations at Lakehead University.

The Examination Regulations will provide students with the rules and expectations for the examination process. They also provide clarity around the different roles of the Chief Invigilator, Invigilators and Instructors. The consequences of any breach to the Examination Regulations are not outlined within the Regulations. Rather, the Code of Student Behaviour (currently under review) will outline the process to follow when a student does not comply with the Regulations.

With the Code of Student Behaviour work underway, the process developed last year with the Incident Report will once again be in effect for the December 2016 examination period.

The Senate Academic Committee passed a motion to accept the revised Examination Regulations (2016-UNIVREG-5950) and is forwarding to the next appropriate committee.

Respectfully submitted,

Dr. Wayne Melville
Chair, Senate Academic Committee

Attachment

Proposed Revised Exam Regulations

IV Examinations Regulations

General

The Senate constitutes the examining body for all University examinations.

Students who do not comply with the examination regulations are subject to disciplinary action under the Code of Student Behaviour.

- (a) The organization of examinations scheduled during the published examination periods as per the Academic Calendar, including awareness of examination regulations for students, posting of the Examination Timetable online, and releasing of final grades is the responsibility of Enrolment Services – Academic Advising, Records & Registration (hereafter referred to as Enrolment Services).
- (b) Enrolment Services shall appoint a Chief Invigilator for examinations administered in the C.J. Sanders Fieldhouse examination room. The Chief Invigilator is responsible for the administration of the examinations and the enforcement of examination regulations. The course instructor (or designate) will also be present. For examinations held outside of the C.J. Sanders Fieldhouse, the course instructor (or his/her designate) will serve as the Invigilator for that particular examination.
- (c) For each published examination period, an Examination Timetable will be posted online. It will be posted by mid-October for December examinations, and by early February for April examinations. Any changes in the Timetable that become necessary after the Timetable has been posted will be modified online.
- (d) Students are responsible to verify the day, time and location of their scheduled examination. Students are required to attend all examinations that are prescribed in any courses in which they are registered.

Exceptions:

Students Registered with Student Accessibility Services

Students registered with Student Accessibility Services who require examination accommodations may be required to write their examination outside of the regular Examination Timetable in order to meet their accommodation needs. Students will be notified through their Lakehead email account of their examination date and time.

Students Requesting Creed and Religious Accommodations

A student who is unable to write a final examination for Creed-based or Religious holidays, leaves, and ritual observations must submit a Creed and Religious Accommodation Agreement (Final Exams) to Enrolment Services no later than three (3) weeks prior to the first day of the start of the final examination period for

that term. Enrolment Services, in conjunction with the instructor, will schedule an alternative exam date within the examination period for that term.

- (e) Most Lakehead University examinations are three (3) hours in length but this may vary. The Examination Timetable will notate the time length of the examination.

Exam Procedures for Students:

- (f) Students will be admitted to the examination room no more than 10 minutes before the examination is scheduled to commence. Students are not permitted to begin the examination, or attempt to review the examination in any way, until instructed to do so by the Invigilator.
- (g) Bags, purses, cases and any other belongings must be inaccessible to students during the exam. The Invigilator will assign a designated area where these items can be placed. The University is not responsible for personal property brought into or left in the examination room. Students are advised not to bring these items with them to the examination.
- (h) Coats and hats cannot be worn during the examination. These items must be placed in the designated area. Traditional/religious dress wear is acceptable.
- (i) No student may enter the examination after the first hour of the allowed examination time. When entering the examination location after the official start time of the examination, the student must notify the Invigilator or Instructor/Designate.
- (j) Students shall start writing and cease writing their examination as instructed by the Invigilator.
- (k) Students must present, and place, their Lakehead University Student I.D. card on the desk and sign the attendance sheet when presented to them. Students without their Lakehead University Student I.D. will not be permitted to write the examination and will be asked to leave the examination room until the Lakehead University Student I.D. is presented. Students will only be permitted back into the examination room, with their Lakehead University Student I.D., within the first hour of the allowed examination time.
- (l) Students are responsible for bringing all supplies required to complete the examination.
- (m) Any form of communication with other students during the examination, such as speaking, waving, hand gestures, and so on, is not permitted.
- (n) Unless specifically stated on the examination paper, or previously approved by the Instructor or Invigilator concerned, books, notes, headphones, calculators, or any other electronic listening and/or viewing devices (including but not limited to

cell phones, tablets, watches or any other device with data capabilities, and similar), must be left in the designated area. These items are not permitted at the examination location.

- (o) Food and drink are not permitted into the examination room. Only water in clear, unlabelled bottles will be permitted.
- (p) Students must remain seated during the examination. If an extra booklet, question, or request to use the washroom arises, students must raise their hand to seek the attention of the Instructor/Designate or Invigilator. The only time a student is permitted to leave his/her seat and/or examination room is when he/she is finished the examination. Students must request to use the washroom during the examination. Only upon approval by the Instructor/Designate or Invigilator, may the student use the washroom facilities.
- (q) No student may leave the examination before the end of the first hour of the allowed examination time, even if finished the examination. Before leaving the room the student must immediately, hand in his/her examination to the Instructor/Designate before collecting his/her belongings. Students who are still writing their examination within the last 15 minutes prior to the end of the examination are not permitted to leave the examination room. At the end of the examination, students must remain seated until the exam materials have been collected by the Instructor/Designate and permission by the Invigilator to leave the examination room has been granted.
- (r) At the conclusion of an examination, students shall leave with the least distraction to the students still working. Students will not congregate outside the examination room.
- (s) Students are responsible for ensuring that the examination paper, along with all papers/booklets and any unused booklets, are submitted to the Instructor/Designate by the end of the examination period.

Examination Cancellation Contingency Plan

The President, or delegate, will decide, in consultation with the Associate Vice-Provost Enrolment & Registrar, or delegate, whether to proceed with or to postpone examinations should extreme weather conditions or any other general emergency which occurs when scheduled examinations are in session.

If the decision is made to postpone examinations, the postponement will apply to all examinations scheduled for a particular day, or part, thereof.

In anticipation of the need of such action, each Examination Timetable will list a contingency date on which any, or all, postponed examinations would be written at the same hour and location as originally scheduled. The date chosen will be the earliest possible date, other than a statutory holiday, following the last day of regularly scheduled examinations.

Should an examination be rescheduled, students are expected to attend on the rescheduled date. This date must be treated like other examination dates and be kept free of personal conflicts such as travel arrangements, work commitments, and so on.

VIII DEFICIENCY (f)

(Proposed to move to IV EXAMINATIONS REGULATION)

Missed Examinations Due to Illness or Other Extenuating Circumstances

Occasionally, students encounter circumstances beyond their control where they may not be able to write a final examination for reasons such as serious illness or death of an immediate family member.

In cases where a student misses a formal examination due to an incapacitating illness, the student must have the Student Health Certificate completed by a Medical Professional and submit the completed form to Enrolment Services no later than three (3) working days after the date of the original final examination. The Student Health Certificate must be dated as seen by the Medical Professional no later than one (1) working day after the examination.

In other exceptional circumstances, official supporting documentation must be provided (e.g. copy of a death certificate or letter from the funeral home).

Accommodation shall be granted only when the documentation indicates that the onset, duration and severity of the illness or other circumstances are such that the student could not have reasonably been expected to complete the examination on the scheduled date.

Upon receipt of the Student Health Certificate or other supporting documentation, Enrolment Services will notify the Instructor who will arrange for the student to write the missed examination. The final grade will be submitted to Enrolment Services as soon as possible after the rescheduled examination has been written.

Students will not be given another opportunity to write the examination if it is missed a second time. In some cases, when extraordinary circumstances beyond a student's control prevent him/her from completing the rescheduled examination, a student may be eligible to petition Enrolment Services to explain the circumstances.