

**POLICY IN THE EVENT THAT A FORMAL EXAMINATION CANNOT BE COMPLETED AT THE REGULARLY SCHEDULED TIME**

(Approved by the Senate January 26, 1998; the SCAA December 17, 1997)

Formal examinations, up to three hours in length, are scheduled by the Registrar each December and April during the formal examination period, as laid out in the Calendar( ), and in the unusual event that one of these examinations must be postponed or abandoned at short notice, the following policies shall apply:

1( ) If more than fifty percent of the time allocated for the examination has elapsed, students may, or, up to the premature end of the examination, but prorated for the actual time written, shall lead to the mark, to be obtained from the formal examination.

2( ) If less than fifty percent of the time allocated for any examination has elapsed, the examination shall be re-written AS S - - . AS / - SS)012, normally on a day when examinations are not scheduled( Students shall be informed by the Registrar of the time and place of the rewrite both on the website of the Registrar ( (daca) and on the formal examination bulletin board in the A 3 A building, main level (next to the Registrar's office) and at the Student Service Center on the Seaton Campus.

4( ) In all cases in which a formal examination cannot be written at the scheduled time and special arrangements must be made, it shall be the responsibility that faculty ensure that all students in the class are treated fairly and equitably and according to the evaluation criteria in the class description even to students at the beginning of the term.

If an examination is terminated as under point 61, any student who has disadvantaged by not having been able to write an examination or the length specified in the class description, may appeal through the appropriate departmental or school appeal mechanism or an examination of the specified length( Appeal shall be written and in a timely fashion( ) the appeal shall be granted, arrangements for such a makeup examination shall be made between the student and the class professor.

7( ) A formal examination cannot be written at the same

BAJ0k" a