

**Ch5-s4-02****Writing Tests At Alternate Time**

Responsible Authority:	Office of the Vice President Academic
Approval Authority:	Senior Team
Date First Approved:	2007-08-29
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**PURPOSE**

This policy sets forth the guidelines for writing tests at an alternate date and time. It is the expectation that all Confederation College students will write tests/exams when scheduled. Students should only write tests at alternate times under exceptional circumstances such as serious medical illness, accidents, a death in their family or a College sanctioned event where their participation is needed.

**SCOPE**

This policy applies to all staff, faculty and regular full-time and part-time Confederation College students writing tests at an alternate time and approved alternate location.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Tests/Examination	A <b>test or examination</b> (informally, <b>exam</b> or evaluation) is an assessment intended to measure a <b>test-taker's</b> knowledge, skill, aptitude, physical fitness, or classification in the specific academic course content.
Academic Dishonesty (Cheating)	Using or attempting to use unauthorized information or materials in any academic exercise; copying from someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an any examination or talking during examination or accessing information via the internet.

**POLICY**

Confederation College is committed to the success of all students and is aware that at times students are unable to write tests at assigned times due to circumstances beyond their control. In these circumstances students have the opportunity to make a request to faculty to arrange an alternate test time. Approval of such requests are at the discretion of faculty.

When writing tests at an alternate time, students will be bound by the requirements of the "Academic Integrity Policy" Ch5-5-01 as well as any other applicable policies of Confederation College.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<b>1. RATIONALE AND GUIDING PRICIPLES</b>	
1.1 Students are responsible for writing tests at the time scheduled by their Faculty as outlined in the Charter of Students' Rights and Responsibilities.	Student
1.2 The College, Faculty and/or testing designate are responsible for ensuring that the integrity of the testing process is maintained.	Faculty
1.3 It is recommended that students writing at an alternate time write a test that is different from the original test written by the rest of the class, and of a similar degree of difficulty.	Faculty
<b>2. PRACTICES AND PRODCEDURES FOR BOOKING A TEST TO BE WRITTEN AT AN ALTERNATE TIME</b>	
<b>2.1 Approval Process</b>	
2.1.1. The student must make a request to the Faculty outlining the rationale for requiring alternate test arrangements.	Student
2.1.2 Where appropriate the Faculty will request formal documentation (i.e. Doctor's note), or any other documentation they deem reasonable, to ensure the legitimacy of the request.	Faculty
2.1.3 The Faculty will approve or deny the request.	Faculty
<b>2.2 Booking the Test: Thunder Bay</b>	
2.2.1 The Faculty and Student will select a mutually agreed upon date, time and location.	Faculty and Student
2.2.2 When using the Testing Center at the Thunder Bay Campus the Student is required to complete a Testing Centre Test Supervision Form (Appendix 1) with the confirmed testing date/time and submit to their Faculty for signature.	Student
2.2.3 The Faculty will submit the completed Testing Centre Test Supervision Form and test to the Testing Centre.	Faculty

## 2.2 Booking the Test: Region/DE

2.2.4 The Faculty confirms in writing the student has permission and the date by which it must be done (i.e. before the original date, or by a specific date after the original test date).

Faculty

2.2.5 The Student is to share the written confirmation from their Faculty, or their Faculty copies the Classroom Assistant, campus or DE and arrangements are made for the new test date.

Student

## 3. ACADEMIC DISHONESTY PROCEDURES

If an act of Academic Dishonesty is witnessed by Faculty, Test Proctors or Testing Centre Staff, the Academic Integrity Policy (5-5-01) will be applied as it applies to academic student standards. Disputes regarding academic issues will be resolved through the Academic Disputes Resolution process (5-01-02). Should an act of academic dishonesty occur the following procedures will be adhered to:

Faculty, Test Proctors or  
Testing Centre Staff

3.1 Inform the student that an observation of an alleged act of academic dishonesty has occurred.

Faculty or Testing Centre  
Staff

3.2 Upon completion of the test confiscate the test/examination, along with any incriminating evidence.

Faculty or Testing Centre  
Staff

3.3 Complete a written report of the incident giving rise to a charge of academic dishonesty using the Academic Integrity Infraction Report Form (Appendix 2).

Faculty or Testing Centre  
Staff

3.4 Submit this detailed report to the Dean/Chair, Faculty, or Manager of Paterson Learning Commons as soon as possible after the incident has taken place and no later than two (2) working days following the incident, providing details of the situation and circumstances.

Faculty or Testing Centre  
Staff

3.5 The incident will then be reviewed through the Academic Integrity policy and procedure.

Faculty/Dean

### SUPPORTING DOCUMENTATION

Appendix 1 – Testing Centre Test Supervision Form (Thunder Bay)

Appendix 2 – Academic Integrity Infraction Report Form

### RELATED POLICIES

5-5-03 [Charter of Students' Rights and Responsibilities](#)

5-5-01 [Academic Integrity Policy](#)

Ch5-s1-02 Academic Appeal Policy (new)

5-5-02 [Student Code of Conduct](#)

### RELATED MATERIALS

N/A

**Appendix 1:**

**TEST SUPERVISION FORM**

TESTING CENTRE – Room 339A, 3<sup>rd</sup> Floor, Shuniah Building

Scheduled Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. / P.M.

Last Date for Writing: \_\_\_\_\_

X Student's Name: \_\_\_\_\_

<b>Date Written:</b>
<b>Time Started:</b>
<b>Time Completed:</b>
<b>Total Test Time:</b>

<i>Test Instructions</i>	<i>Indicate below</i>
<b>Time allowed for test</b>	
<b>Test #</b>	
<b>Calculator allowed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reference Sheet allowed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Washroom Break allowed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Scrap paper allowed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Computer needed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

X Student ID #: \_\_\_\_\_ X Subject/Course #: \_\_\_\_\_

X Program of Study (e.g. Business): \_\_\_\_\_

X Professor's Name: \_\_\_\_\_ Ext/Ph.: \_\_\_\_\_  
(please print)

Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OTHER INSTRUCTIONS: (e.g. text allowed – please specify)

**NOTE: IT IS THE RESPONSIBILITY OF THE PROFESSOR TO PICK UP THE TEST IN PERSON FROM THE TESTING**

**CENTRE.** All information on this form must be filled out in order for the Testing Centre Staff to provide the appropriate supervision. The Testing Centre will not alter any of this information without the consent of the Instructor. **Please do not book an appointment for your student without consulting Testing Centre Staff.**  
OFFICE HOURS: Mon - Thurs 8:30am – 4:30pm; Fri 8:30 am- 12:30 pm, ext. 6476. E: testingcentre@confederationcollege.ca

AFTER HOURS DROP-OFF BOX: locker #3254.

TESTING TIMES: MON. to THURS. 9am – 3pm & FRI. 9:00am – 12:00pm

\*\*\*VALID PHOTO I.D. REQUIRED\*\*\*

**Appendix 2:**



**ACADEMIC INTEGRITY INFRACTION REPORT FORM**

**TO BE COMPLETED BY THE TESTING STAFF**

Name of Student(s): \_\_\_\_\_

Student Number(s): \_\_\_\_\_

Date: \_\_\_\_\_

Course: \_\_\_\_\_

Program: \_\_\_\_\_

Name of Staff \_\_\_\_\_

Description of alleged act of academic dishonesty:

**Please forward the completed form to the Dean, Faculty and Manager of Paterson Learning Commons within two working days of the alleged occurrence.**