

Policy Title	Writing Tests at an Alternate Time
Policy Holder	Learning Commons (Testing Centre)
Policy Approver(s)	Senior Team
Related Policies	Ch5-s5-03 Charter of Student’s Rights & Responsibilities Policy Ch5-s5-01 Academic Integrity Policy Ch5-s1-02 Academic Appeal Policy Ch5-s5-02 Student Code of Conduct Policy
Related Procedures	Ch5-s4-02b Writing Tests at an Alternate Time Procedure Ch5-s5-01b Academic Integrity Procedure
Appendices	N/A
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2026-04-15
Next Review Date	2030-04-15

Purpose

The purpose of this policy is to establish guidelines for students who write tests or examinations 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 a serious medical episode (illness or injury), accidents, family emergency or bereavement, or a College-sanctioned event requiring their participation.

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

Test/Examination

An assessment intended to measure a student’s knowledge, skill, or aptitude related to course content.

Missed Test

A test that a student was scheduled to write but did not complete on the original date and time.

Rewrite

A test written again by a student following faculty authorization (for example, where permitted by course policies or due to exceptional circumstances).

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.

Governing Laws and Regulations

N/A

Policy Statements**1. Writing Tests at an Alternate Time**

- 1.1. Confederation College expects students to write tests on the date and time scheduled by faculty.
- 1.2. In exceptional circumstances, when students are unable to write tests at the assigned times due to circumstances beyond their control, they will have the opportunity to make a request to faculty to arrange an alternative test time.
- 1.3. Approval of such requests is at the discretion of faculty.
- 1.4. When such requests are approved, the Testing Centre will facilitate the booking, administration, and proctoring of tests written at an alternate time.
- 1.5. Students with Accommodation Plans will receive approved test accommodation when applicable.

2. Academic Integrity

- 2.1. All students writing at an alternate time are bound by the Academic Integrity Policy (Ch5-s5-01), as well as any applicable test rules or conditions set by faculty and/or the Testing Centre.
- 2.2. The Testing Centre will apply standardized proctoring and security measures to protect test integrity.
- 2.3. Suspected academic integrity incidents will be documented and reported to faculty in accordance with the Academic Integrity Policy and Procedures.
- 2.4. The Testing Centre will be responsible for the secure and confidential storage and handling of test materials.

Non-Compliance

Non-compliance with this policy by staff and faculty could result in academic appeals and/or student complaints regarding eligibility to complete assessments. Non-compliance by students could result in academic integrity violations or the refusal or inability to write tests at an alternate time.

Revision History

Version	Change	Author	Date of Change
2026-04-15	*See below	D. DeBenedet	1/9/2026
*Updated to new template, separated policy and procedure, updated new Testing Centre processes.			