

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

Purpose

To outline the steps for approving, booking, administering, and returning tests written at an alternate date and time, including missed tests and individual re-writes.

Scope

This procedure applies to College faculty, Testing Centre staff (and/or designates), and students.

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

Accessibility for Ontarians with Disabilities Act

Procedure Statements

1. Eligibility to Write a Test at an Alternate Time

- 1.1. Students are expected to write tests at the time scheduled by their faculty, as outlined in the Charter of Students' Rights and Responsibilities; however, the College recognizes that on occasion, circumstances beyond the student's control may prevent them from writing a test or exam as scheduled.
- 1.2. Circumstances that may be eligible include, but are not limited to, serious medical episode (illness or injury), accidents, family emergency or bereavement, or a College-sanctioned event requiring their participation.
- 1.3. Approval to write a test at an alternate time will be at faculty discretion.
- 1.4. It is recommended that students writing at an alternate time are provided with a test that is different from the original test written by the rest of the class, and of a similar degree of difficulty.
- 1.5. The Testing Centre may not be able to accommodate large groups of students from the same class for missed/rewrite tests (5 or more). In cases where a test or exam is not cancelled and multiple students miss it due to inclement weather or unforeseen circumstances, the academic area is responsible for arranging makeup testing for those students. Students are not to be directed to Testing Services. Testing Services can assist academic areas with booking a classroom proctor for large group testing with sufficient notice. However, priority for staffing proctors is to meet the needs of students with academic accommodations.

2. Test Requests and Booking (Thunder Bay Campus)

- 2.1. Students should contact their faculty member as soon as possible, outlining the rationale for requiring alternate test arrangements. Students should not submit a Test Booking Form before discussing with their faculty.
- 2.2. Where appropriate, the faculty member may request documentation or other additional information that they deem reasonable.



- 2.3. The student initiates the online Test Booking Form through the Testing Centre website. The student should include all relevant information and complete all mandatory fields.
- 2.4. Once the student submits the online form the faculty member will automatically be notified and will receive a link to approve or deny the request.
 - 2.4.1. If the request is denied the student will receive an automated message notifying them of the denial.
 - 2.4.2. If the request is approved the faculty member will continue on to complete the faculty portion of the booking form.
- 2.5. For approved requests, the Faculty member will complete their portion of the form, providing all relevant test information and instructions (duration, material allowed, special instructions, and the last date the student is eligible to write the test). Faculty will indicate how the test material will be provided (uploaded and submitted through the form, or dropped off in paper format). Faculty are responsible for providing all test materials.
- 2.6. Once the faculty member submits their form the student will receive an automated message advising them that their request has been approved, and directing them on how to contact the Testing Centre to book their test.
- 2.7. Students are responsible to contact the Testing Centre and book a date and time to write their test. If a student does not book their test before the last eligible date indicated by their faculty they will not be allowed to book the test. Students can request an extension from their faculty, which will be granted or denied at the faculty's discretion.
- 2.8. For Thunder Bay Campus Students, the only exception to this process is that students with active Accommodation Plans should follow the accommodated test booking process for all tests, including missed tests.

3. Test Booking Outside Thunder Bay (Regional Campuses/DE)

- 3.1. Where a test is to be written at a regional campus or through distance education arrangements, faculty confirm (in writing) that the student has permission to write at an alternate time and specify the latest date the test may be written.
- 3.2. Regional campus or distance education staff coordinate local logistics in accordance with their established procedures and proctoring capacity.
- 3.3. Faculty are responsible for ensuring test materials and instructions are provided securely and in a timely manner.

4. Test Administration

- 4.1. Tests will be administered according to test specific faculty instructions and in accordance with the College Proctor Manual.
- 4.2. Students must present valid photo identification before beginning their test. Students are expected to follow all instructions provided by the proctor regarding permitted materials, belongings, and conduct.
- 4.3. If a question arises during a missed test/rewrite the student should document their questions or concerns on the test and follow up with their faculty after the test. Testing Centre staff will not contact faculty in real-time to resolve test questions during a missed test.

5. Academic Integrity

- 5.1. 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:
 - 5.1.1. Inform the student that an observation of an alleged act of academic dishonesty has occurred.
 - 5.1.2. Upon completion of the test confiscate the test/examination, along with any additional materials.
 - 5.1.3. Complete a written report summarizing the incident and attaching any relevant materials.
 - 5.1.4. Submit this detailed report to the Faculty and Manager, 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.
- 5.2. Faculty will review the incident in accordance with the Academic Integrity Policy.

6. Return of Completed Tests

- 6.1. Completed tests are returned using the method indicated by faculty (for example, scanned and securely emailed to an institutional address, or held for in-person pickup).
- 6.2. The Testing Centre staff are responsible for maintaining the secure handling of test materials.

7. Grading and Academic Follow-up

- 7.1. Faculty are responsible for grading completed tests and communicating results to the student in accordance with normal course practices.
- 7.2. Any academic disputes related to the assessment are managed through established academic dispute and appeal processes.

Non-Compliance

Failure to comply with this procedure (including Testing Centre rules, deadlines, and academic integrity requirements) may result in the test not being administered, the test being terminated, or escalation under the Academic Integrity and/or Student Code of Conduct processes, as applicable.

Revision History

Version	Change	Author	Date of Change
2026-04-15	* See below	D DeBenedet	1/9/2025
* Updated to new template, updated to reflect new Testing Processes.			