



## Examination Regulations

**RESPONSIBILITY:** Dean, Western College of Veterinary Medicine

**AUTHORIZATION:** Faculty Council, Western

College of Veterinary Medicine **APPROVAL**

**DATE:** June 12, 2025

### REVISIONS:

### Purpose:

The purpose of the *Examination Regulations* is to outline the standards, procedures, and expectations for examinations for all students enrolled in the Western College of Veterinary Medicine at the University of Saskatchewan. This document also specifies the responsibilities of students and faculty regarding the administration and integrity of the examination process.

### Authority and Responsibility:

Under College Faculty Council bylaws, Faculty Council is granted the authority to establish and publish rules and standards with respect to the assessment of students in courses and programs offered by the College.

This college-level policy is subject to the [Academic Courses Policy on Class Delivery, Examinations, and Assessment of Learning](#), under the authority of [University Council](#). To the extent that this policy is inconsistent with University policy, University regulations will prevail.

### Scope:

All undergraduate students registered in the College are subject to the provisions detailed in the *Examination Regulations*.

### Definitions:

"Access and Equity Services" is responsible for providing, along with faculty, reasonable accommodations for students who experience barriers to their education on the basis of a prohibited ground(s), including disability, religion, family status and gender identity.

"Accommodation Planning Committee" consists of two College committees:

1. Academic Accommodation Team, comprised of:
  - a. Manager, Access and Equity Services (or designate)
  - b. Manager of Student Services and Academic Affairs, WCVM (or designate)
  - c. The student requesting accommodations
  - d. Occasionally as needed:
    - i. Associate Dean, Academic, WCVM
    - ii. Other WCVM faculty specialists
2. Clinical Accommodation Team, comprised of:
  - a. Manager, Access and Equity Services (or designate)
  - b. Manager of Student Services and Academic Affairs, WCVM (or designate)
  - c. The student requesting accommodations
  - d. As needed:
    - i. Associate Dean, Clinical Programs, WCVM
    - ii. Other consultants

“Student Services Office” is a dedicated resource within the College that provides support and assistance to students in various aspects of their academic journey. This office offers services related to academic advising, accommodations for students with disabilities, and resources for personal well-being.

## Policy Overview:

The *Examination Regulations* establishes clear standards and procedures for examinations in the Western College of Veterinary Medicine (“College”). It defines the responsibilities of both students and faculty in ensuring the integrity and fairness of the examination process, aligning with the broader academic regulations set by the University of Saskatchewan (“University”).

### I. General Guidelines

- a. Examinations:** All midterm and final examinations will occur at designated times and locations determined by the Associate Dean, Academic (ADA), in collaboration with course coordinators and the Student Services Office (SSO).
- b. Weightings:** The College does not impose standardized guidelines on the relative weightings of examinations, projects, and papers. Final course grades will be calculated according to the criteria specified in the course syllabus.
- c. Duration:** Final examinations for one-credit courses are limited to a maximum duration of 2 hours and midterms cannot be held. Only courses worth two (2) credits or more are eligible for midterm examinations.

### II. Quizzes

- a. Purpose:** Quizzes serve as brief assessments designed to evaluate students' knowledge and preparedness for class and laboratory activities. These assessments are defined for the purposes of Access and Equity Services (AES).
- b. Weighting:** Each individual quiz contributes a maximum of 2% to the overall course grade, with the total weight of all quizzes not exceeding 10%.
- c. Scheduling:** Quizzes are not included in the College timetable and may be scheduled at the discretion of the course instructors.
- d. Accommodations:** Students will not receive accommodations for quizzes. However, at the beginning of the academic year, students may choose to opt in or out of quiz marks. If a student opts out, the total quiz weighting will be added to their final examination

### III. Administration of Examinations

In accordance with Section 7.3. of the [Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#)

- a. Changes to the Examination Schedules:** Once the final examinations for a term have been set, instructors wanting to change the date and/or time of their final examination must obtain the consent of all students in the class, as well as authorization from the department head and ADA.

The College further stipulates:

- b.** For changes that maintain the dates outlined in the academic calendar, an agreement from 80% of the students in the class is sufficient, provided they are approved by the ADA and the course coordinators.

In accordance with Section 7.4. of the [Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#)

- c. Mid-term Exam Schedule:** Any scheduling of mid-term examinations and other required class activities outside of regularly scheduled class times requires college approval and must be noted in the class syllabus, so that students have fair warning of such scheduling.

The College further stipulates:

- d.** The final coordination of mid-term exams is the responsibility of the ADA and the course coordinator.
- e. Deferred Exam Requests:** Instructors may not give permission to individual students to write mid-term or final examinations outside the normally scheduled period. Absences from exams follow the Excused Absence processes.
- f. Accommodations:** Students requiring accommodations for examinations must arrange these in advance through consultation with AES and the SSO. Accommodations will be facilitated by the Accommodation Planning Committee (APC). Retroactive accommodations are not permitted, and all requests must be made prior to the scheduled exam date to ensure proper planning and implementation.

#### **IV. Invigilation of Examinations**

In accordance with Section 7.4. of the [Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#):

Normally, the class instructor of record is expected to invigilate their examinations. If the instructor is not available, in so much that it is possible it is the responsibility of the instructor and the department head to ensure the examination is invigilated by a qualified replacement that is familiar with the subject of the examination.

The College further stipulates:

- a. College Responsibilities:** The faculty member invigilating an examination will be responsible for displaying the College exam policy PowerPoint slide at the start of an examination, and reporting to the SSO any students who are not present for the scheduled examination period.
- b. Backup Invigilation:** If the instructor is not available, it is the responsibility of the instructor and the Department Head to ensure the examination is invigilated by a qualified proctor.
- c. Questions During Exams:** Instructors will not answer questions during exams.

## V. Examination Room Protocols

Midterm and final examinations in the college will also follow the protocols listed below in accordance with Section 7.4. of the [Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#)

- a. 30-minute Rule:** Students should not be allowed to leave the examination room until 30 minutes after the start of the examination. The invigilator may also deny entrance to a student if they arrive later than 30 minutes after the start of the examination. A student denied admission to the examination under this regulation may apply to their college for a deferred final examination; such application will be subject to consideration under the usual criteria for that college.

Except for use of the washroom, invigilators can, at their discretion, deny students leave of the examination room for a period prior to the end of the examination. Students who are finished during this time should remain seated at their desk or table until the invigilator informs the class that the examination is over, and they can leave.

- b. Access to Materials:** Students should bring only essential items into an examination room. Personal belongings such as book bags, handbags, purses, laptop cases, and the like may be left, closed, on the floor beneath a student's chair or table or in an area designated by the invigilator; coats, jackets, and the like may be placed similarly or on the back of a student's chair.

Students should not access any such personal belongings except with the permission of and under the supervision of the invigilator. Students should not collect their personal belongings until after they have handed in their examination. The university assumes no responsibility for personal possessions lost in an examination room. Students shall follow the rules of the examination as defined by the instructor, including what resources and materials are permitted during an examination and what can be taken with them when they leave the room.

The College further stipulates:

- c. **Calculators and Computers:** For examinations requiring the use of a calculator only non-programmable, non-data storing calculators are permitted. For examinations requiring the use of a computer and specific software, unless otherwise specified by the invigilator, students may not access any other software or hardware.

## **VI. Emergency Evacuation of an Examination**

In accordance with Section 7.6. of the [Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#)

If the examination is interrupted by fire alarm, power outage, or similar emergency requiring evacuation, the invigilator should lead the students out of the examination room in an orderly fashion and keep the students together as much as is possible. The invigilator should, to the extent that this is possible, advise the students not to communicate with each other about the examination and supervise the students until the resumption of the examination.

If the situation requires cancellation of the examination, it will be rescheduled by Student Services and the course coordinator at the earliest practical date and time.

## **VII. Examination Protocols**

In accordance with Section 7.8. of the [Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#)

Invigilators have the authority to perform several actions to ensure the integrity of the examination process. They may remove unauthorized items from student desks, search personal belongings if there is reasonable suspicion of misconduct, and reassign seats for better monitoring. For detailed procedures and additional responsibilities, please refer to the full policy.

Refer to the University's [Regulations on Student Academic Misconduct](#) for detailed information regarding academic integrity and related procedures.