

 <b>Policies and Procedures</b>		Number: 8613		Title: Evaluation of Student Learning		
		Replaces	8320			
		Effective	September 1, 2013		Next review :	June 1, 2016
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		September 18, 2013		
VP Education & Students	Registrar	Recommended/Approved by Education Council		October 8, 2013		
		Approved by President		N/A		

## 1 Purpose

The purpose of this policy is to set guidelines for the evaluation of student learning.

## 2 Scope / Limits

This policy applies to all Selkirk College students enrolled in courses that lead to a Selkirk College credential.

## 3 Principles

- (1) The purpose of the evaluation process is to provide students with feedback on their performance and to establish a record of the student's competence.
- (2) Measurement and evaluation procedures relating to student performance will be developed by the appropriate program or school in accordance with Policy 8612 Grading.
- (3) Course and program standards that relate to measurement and evaluation procedures will be based on the achievement of predetermined course and program outcomes/objectives. These standards will be consistent within a program in accordance with college policies and comparable to standards at other institutions.
- (4) Standards will recognize the requirements of receiving institutions, external agencies with regulatory responsibilities and potential employers.
- (5) Students who successfully meet these standards will be eligible for a Selkirk College credential.
- (6) In addition to determining eligibility for a College credential, evaluation procedures are also used in the placement and removal of probationary status, removal of students from courses or programs, and for academic suspension.

## 4 Definitions

See Glossary of Education Terms.

## 5 Procedures

### 5.1 General

- (1) Instructors must develop an evaluation plan that clearly informs students how the evaluation will take place (for example quizzes, mid-terms, final examinations, assignments, group projects) and how much each evaluative event will be worth towards the student's final grade for that course. This information must be communicated to the student in the course outline, and a copy of the course outline must be provided to students at the beginning of each course. Course outlines may be made available to students through Moodle provided that the outline is reviewed in class and students are directed to the Moodle site.
- (2) The evaluative plan will include an evaluative event with student feedback in the first quarter or the first four weeks of a course, whichever occurs first.
- (3) Evaluation should be based on sufficient evidence obtained from a variety of evaluative events. Instructors may choose whether or not to include a final examination in their evaluation plan.
- (4) Supplemental exams are addressed through program policy.

### 5.2 Final Examinations

- (1) Final examinations will account for no more than 50% of the student's grade in the course.
- (2) Where a case can be made for the final examination to account for more than 50% of the student's final grade, the School must obtain approval from the Admissions and Standards Committee and the exception recorded in program policy. For example, exceptions may be granted where required by industry, receiving institutions or regulatory bodies.
- (3) Final examinations for semester-long courses may only be given during designated examination weeks. For courses holding a final exam in the designated examination week, major assignments and tests that exceed 15% of the total grade must not be scheduled nor be due during the last week of classes.
- (4) The Registrar has the overall responsibility for examinations. The Registrar will develop procedures consistent with this policy for the administration of exams. The Registrar may appoint a designate(s) to serve as examination coordinator(s) on our various college sites.

## 5.3 Duties and Responsibilities

### 5.3.1 The Registrar

- (1) The Registrar will:
  - (a) Set final examination periods for each semester; these will be identified in the College calendar.
  - (b) Develop and publish the final examination schedule eight weeks before the final day of instruction.
  - (c) Set the dates by which instructors must submit final grades each term, normally five days after the instructors' last exam.

### 5.3.2 The School Chair

- (1) School Chairs will:
  - (a) Ensure that all instructors in their School are cognizant of the contents of this policy and its regulations.
  - (b) Ensure that program policies and course outlines originating in their School clearly state how grades will be recorded under the following circumstances:
    - i. Where a student must pass a lab in order to pass the course.
    - ii. Where a student must pass the final examination in order to pass the course.
    - iii. Where the student's final grade is made up of group marks and individual marks.

### 5.3.3 The Instructor

- (1) Instructors will:
  - (a) Develop the evaluation plan and communicate it to the students in the course outline.
  - (b) Set, invigilate and evaluate all examinations, including the final one. The instructor must specify in the course outline whether a final examination is part of the evaluative criteria of the course. When, for reasons beyond their control, instructors are unable to invigilate their own exam, they are responsible for making alternate arrangements, such as working with colleagues who will cover for each other.
  - (c) In the case of distance students, approve the location, invigilator, date and time a student is to take an invigilated exam (*See Section 6: Links to Supporting Forms*).
  - (d) Inform students in advance regarding the conduct of examinations (*See Section 6: Links to Supporting Forms*).
  - (e) Ensure that examinations end at the time scheduled and that no examination booklets are left in the examination room after the completion of the examination (This may be the responsibility of off-campus invigilators in the case of distance courses).
  - (f) Enter student grades on the Student Record System by the deadline established by the Registrar each term. They must also ensure that incomplete ("I") grades are changed to the appropriate grade on the Student Record System, once the student has completed the requirements for the course.
  - (g) Retain possession of students' examinations for no less than six months after completion of the term to ensure their availability in the event of a grade appeal by a student.

### 5.3.4 The Student

- (1) Students will:
  - (a) Ensure that they understand the evaluation plan for their courses and the requirements for respecting the examination procedures.
  - (b) Make arrangements with the course instructor if they wish to review their examinations and their evaluation. If students are not satisfied following this review, they should discuss the matter with the School Chair. (refer to the Student Appeal Process)

## 6 Links to Supporting Forms

Guidelines Regarding Student Conduct in Examinations  
Guidelines Regarding Administration of Examinations for Distance Education Students  
Distance Education Examination Invigilation Form

## 7 Other Relevant Documents and Policies

Glossary of Education Terms  
8611 Admission Policy  
8612 Grading Policy  
8614 Advanced Standing Policy  
8615 Standards of Academic Progress  
8616 Withdrawal Policy  
8617 Graduation  
3400 Student Code of Conduct  
8400 Student Appeals  
Freedom of Information and Protection of Privacy

## EXAM INFORMATION FOR STUDENTS

### Winter Exams

Monday, April 15<sup>th</sup> – Friday, April 19<sup>th</sup>

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1. Students are to enter the gymnasium in a quiet and orderly fashion. There is to be no talking to classmates once inside the gym. Students must take their seats immediately and remain seated.
2. Latecomers are permitted for the first ½ hour of the exam – **LATECOMERS WILL NOT BE PERMITTED ENTRY AFTER THIS TIME.**
3. All belongings (purses, packsacks, textbooks, notebooks, etc.) other than those necessary or permitted to write the exam are **NOT** permitted at your table and must be left on the bleachers. Please be prepared to leave them on the bleachers or do not bring them with you.
4. No electronic items are allowed at the examination tables. Cameras, cell phones and other communication or electronic devices **ARE NOT ALLOWED** at your examination tables so be prepared to leave them in your pack on the bleachers or do not bring them with you.
5. There is to be **NO** smoking, eating or drinking while exams are in session.
6. Exams and exam booklets placed on the tables are to be left untouched until such time as students are told to begin exams.
7. The warning will sound to ensure that everyone present is seated and ready to write. Exam regulations will be briefly reviewed and then exams will commence.
8. Exams will begin on time. Latecomers will be seated and begin their exam immediately upon arrival. Students will not be allowed to leave the gym until ½ hour after exams have begun.
9. Students **MUST** raise their hands and ask for permission if they need to leave the gymnasium. Instructors may provide a *washroom pass* and the student will be asked to sign out at the exit and then sign back in when they return. Students may be escorted to the washrooms and must return to the gym as quickly as possible.
10. Exams will end on time.
11. Once the exam has been completed and handed in, students must quietly pick up all belongings from the bleachers and leave the gym.

**Good Luck with your Exams and enjoy a well-deserved Summer Break!**

## Attachment A

### Guidelines Regarding Student Conduct in Examinations

The following is a set of guidelines that may be used by instructors as is, or may be adapted to suit the needs of the program.

- Students will not be permitted to leave until one-half hour has elapsed past the scheduled starting time of the examination. After one-half hour, no student will be permitted to enter.
- Students leaving the examination room before the conclusion of the examination without the permission of the invigilator may forfeit their right to return to the examination room.
- Students shall follow the written instructions of the course instructor with respect to examination format or risk losing marks for not following such instructions.
- No books or other materials may be brought into the examination room unless the consent of the invigilator has been given.
- Students shall write only in the College examination booklets or other material provided by the course instructor.
- No material relating to the examination may be removed from the examination room unless, in the case of examination questions, the invigilator has given consent. Under no circumstances may College examination booklets or other materials upon which answers are written be removed.
- Making use of materials, books or notes, without the approval of the invigilator, speaking or communicating in other ways with other students, or exposing written papers to the view of other students is not permitted. Students who do or attempt to do any of the above will be required to leave the examination room immediately and will forfeit the right to have the examination evaluated.
- Students may ask the invigilator questions regarding supposed errors in the examination by signaling in a manner which does not disrupt other students.
- Smoking and consumption of food and beverages are not permitted during examinations.
- Absolutely no cell phones are permitted in the examination room. Other electrical/electronic devices are allowed only with the permission of the Instructor.
- When students sit examinations set by other bodies as part of their training, students will be subject as well to the regulations and procedures for these examinations set out by the relevant body.
- Students must adhere to policies that are specific to their program of study. As well, Schools may have regulations and procedures that take precedence over these guidelines.

## Attachment B

### Guidelines Regarding Administration of Examinations for Distance Education Students

A distance education student is defined as:

- A student with a valid Selkirk College student number and currently taking a distance course through Selkirk College.
- A student completing 100% of their learning in a course off campus and not required to be on a Selkirk College campus for any portion of their studies.
  
- Exams that do not take place on a Selkirk College campus:
  - are to be taken at an accredited, post-secondary institution such as a community college or university. Other approved locations may include public schools or libraries. If these options are not available, the instructor may consider others.
  - may require supervision by an invigilator who is in a position of responsibility/authority and able to remain objective as far as the student is concerned. Invigilators may include librarians, teachers, accountants or other professionals.
  
- To eliminate conflict-of-interest issues, the following may NOT invigilate Selkirk College exams: work/business coworkers, neighbours, friends, family members or relatives (including by marriage) or persons living at the same address as the student.
  
- Selkirk College reserves the right to reject proposed invigilators.
  
- It is the student's responsibility:
  - to provide the instructor with invigilator information including name, employment position, such as professional degree/designation, phone number, mailing address, and if applicable, email address;
  - to identify an acceptable exam location; and
  - to arrange examination time and location with the invigilator.
  
- Selkirk College is not responsible for any invigilation-related costs.
  
- It is the instructor's responsibility:
  - to speak directly with the invigilator when applicable; and
  - to mail or email the exam package with the following:
    - Guidelines Regarding Student Conduct in Examinations (Attachment A),
    - Examination Invigilation Form with exam and instructor information,
    - directions on use of mail or email to return signed invigilation form and all examination materials whether complete or incomplete, and
    - Where applicable, stamped, self-addressed envelopes for the prompt return of all testing materials. It may be a requirement that exams are returned prepaid by the student by courier or express post.

**DISTANCE EDUCATION**  
**Examination Invigilation Form**

This form contains specific examination information. Please read it carefully. When the student has completed the examination, please ensure that both you and the student complete and sign the appropriate sections (pages 1 & 2).

During examination time, students are not permitted to speak or communicate with others or to have in their possession cell phones, pagers or other electronic devices unless approved by their instructor. All examination materials including any scrap paper are to be returned in the enclosed self-addressed, stamped envelope. Seal the envelope in the presence of the student.

Please return all materials promptly to ensure the examination will be graded by the instructor. If the examination is returned electronically, please return this completed form by regular mail. If you require assistance, please contact the instructor. Thank you for your assistance.

Course Name & Number:	
Items permitted in examination room:	
Number of pages in examination:	
URL and Password if applicable:	
Exam time limit:	
Specific exam date if applicable:	
Student excused from room – time in/out:	

Instructor Name, Email Address and Phone Number:	
Instructor Signature:	
Student Name, Email Address and Phone Number:	
Student Number:	
Student Signature:	



## Invigilator's Statement

I, \_\_\_\_\_ (name) attest that:

1. I am currently employed in a teaching or administrative capacity at the following educational institution or \_\_\_\_\_ (state workplace capacity).
2. I read, write and speak English fluently.
3. I am not a work/business coworker, neighbour, friend, family member or relative (including by marriage) or person living at the same address as the student. I have no conflict of interest in invigilating this exam and am able to remain objective as far as the student is concerned.

I further attest that:

1. I have identified the student named below by proof of personal identification or I know this student personally.  
Student's Name: \_\_\_\_\_
2. I have administered and supervised the enclosed examination for the above-named student.
3. To the best of my knowledge, the student did not communicate with others or have in their possession cell phones, pagers or unauthorized electronic devices.
4. This completed exam will be:
  - a. mailed in the stamped, self-addressed envelope I received as part of the invigilation package \_\_\_\_\_, or
  - b. the examination has been returned electronically and this form will be completed and mailed to the Instructor \_\_\_\_\_.
5. I have included all materials, including examination papers, questions, answers, answer booklets and scrap paper that the student used for this exam.
6. No copies of this exam have been made.
7. Passwords will not be revealed without instructor authorization.

Invigilator's Signature:	
Date:	
Business Address:	
Business Phone:	
Fax:	
Email Address:	

Information obtained or provided is subject to compliance with the *Freedom of Information and Protection of Privacy Act*, and may be used only by Selkirk College for the purposes of administration of exams or other fundamental activities related to the operation of Selkirk College.