

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>FINAL EXAMINATIONS AND FINAL GRADES</b>
<b>Effective Date:</b>	September 1, 2013
<b>Revised Date:</b>	
<b>Review Date:</b>	September 1, 2023
<b>Approving Body:</b>	Senate
<b>Authority:</b>	<i>The University of Manitoba Act, Section 34(1)(h)</i>
<b>Responsible Executive Officer:</b>	Vice-President (Academic) and Provost
<b>Delegate:</b>	Vice-Provost (Students)
<b>Contact:</b>	Registrar
<b>Application:</b>	Faculty/School Councils; Students; Employees; Academic Staff and Support Staff

### Part I Reason for Policy

- 1.1 To establish the University of Manitoba's policy relating to final examinations and grades and to oversee the procedures related to final examinations, deferred and supplemental examinations, and final grades.

#### Use of Terms

- 1.2 Final Examination: A final examination is a test scheduled within an examination period which serves as the final evaluation of student performance in a course.<sup>1</sup>
- 1.3 Deferred Examination: A deferred examination is a privilege that may be granted to a student:
- (a) who is unexpectedly unable to write a final examination as scheduled; or
  - (b) who knows in advance that he or she is unable to write an examination at the scheduled time. Students may request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to:

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<sup>1</sup> University of Western Ontario, Academic Handbook, Issued 2009 03

- (i) a medical condition; or
- (ii) participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; or
- (iii) religious obligations.

Making a false or misleading claim regarding a deferred examination may be considered an offence under the Student Discipline Bylaw. Penalties may range from a failed grade in the course to suspension or expulsion.

- (c) **Supplemental Examination:** A supplemental examination is the rewriting of a final examination and is a privilege offered by some faculties, schools, and academic units to students who have not achieved the minimum result in required courses. Within the conditions established by the student's faculty, a student who is granted a supplemental examination is given the opportunity to rewrite a final examination. The impact of a supplemental examination on the final grade is to be determined by regulations within the faculty.

## **Part II Policy Content**

- 2.1 The Senate has determined that each faculty or school or academic unit shall be responsible for establishing regulations governing evaluation procedures for students enrolled in its courses.
- 2.2 Those relevant items listed under procedures for final examinations, deferred and supplemental examinations, and final grades shall be incorporated into the regulations established by faculties, schools or academic units.
- 2.3 Faculties, schools, and academic units shall submit regulations and amendments to evaluation procedures to Senate for its approval via the Senate Committee on Instruction and Evaluation.
- 2.4 The Senate has determined that each faculty or school or academic unit shall adopt a formal policy for the appeal of grades given for term work, in that faculty or school or academic unit, that has been returned or made available to students before the last day of classes. Policies adopted by a faculty or school or academic unit, after review by the Senate Committee on Instruction and Evaluation, shall be forwarded to Senate for information.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Academic) and Provost that a formal review of this Policy is required.
- 3.2 The Vice-Provost (Students) is responsible for the implementation, administration and review of this Policy.
- 3.3 Faculty/School Councils, Students, Employees, Academic Staff and Support Staff are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is September 1, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
  - (a) the Vice-President (Academic) and Provost or Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this policy is revised or repealed, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
  - (a) comply with the revised Policy; or
  - (b) are in turn repealed.

### **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
  - (a) Examination Regulations (January 1, 2008);

- (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (c) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII  
Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Responsibilities of Academic Staff with Regard to Students Policy](#);
  - (b) [Deferred and Supplemental Examinations Procedure](#);
  - (c) [Final Examinations Procedure](#); and
  - (d) [Final Grades Procedure](#).