



## FINAL ASSESSMENT POLICY

Policy Area:	Academic		
Policy Number:	FNXPL_2506R_ED/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Applies to:	Students and Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Education Council		
Approval Date:	June 5, 2025		
Effective Date:	September 1, 2025		
Replaces:	Final Examination Policy (FNXPL_2402N_ED/PVPA)		
Last reviewed:	February 2024	Scheduled review date:	February 2029

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Procedures: *None*

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### 1. Policy Statement

Student learning is evaluated through different approaches and the College acknowledges that Final Assessments are one of the many ways in which Students can demonstrate their learning, and that the results of a Final Assessment often contribute significantly to a student's final grade or academic standing.

### 2. Purpose

The purpose of this policy is to provide direction to departments, instructors, and Students on the rights and responsibilities with respect to Final Assessments and conditions around rescheduling Final Assessments.

### 3. Scope and Application

This policy applies to all College courses in which there are Final Assessments at the end of the course, and where those Final Assessments are scheduled by the Registrar during the Final Assessment Time Period.

This policy also applies when determining the total value of end of term evaluations that contribute to the Student's final grade including term assignments, presentations, group projects, or any other form of evaluation scheduled in the five teaching days prior to the Final Assessment Time Period.

This policy does not apply to examinations that are administered by authorized professional governing bodies, trade licensure bodies, or industry training authorities.

#### 4. Definitions

<b>Examination Reschedule</b>	Means granting a Student, under Exceptional Circumstances, to write their Final Examination at a date or time other than the scheduled date and time of the examination.
<b>Exceptional Circumstances</b>	Means instances that are beyond a Student's control and may negatively impact a Student's academic performance.
<b>Final Assessment</b>	Means an assessment of Student learning that is formally scheduled during the Final Assessment Time Period by the Registrar. A Final Assessment is a summative evaluation used to measure a learner's overall understanding, skills, or competencies at the end of a course. Final Assessments can take many forms, including but not limited to written Final Examinations, Final Papers/Projects/Portfolios, and Final Presentations/Practical Assessments (hands-on or lab-based evaluations), or a combination of these methods.
<b>Final Assessment Schedule</b>	Means a schedule listing all Final Assessments, their date, time, duration, designated location, and assigned invigilators.
<b>Final Assessment Time Period</b>	Means the period during which Final Assessments are scheduled.
<b>Final Examination</b>	Means a written exam scheduled within the Final Assessment Time Period.
<b>Final Grade Appeal</b>	Means a request for a Final Grade to be reviewed or changed based on the presence of grounds for appeal and evidence supplied by the student to support their case.
<b>Final Paper/Project/Portfolio</b>	Means a body of work that is scheduled to be due during the Final Assessment Time Period. Often students can submit their work early.
<b>Final Presentation/Practical Assessment</b>	Means a group or individual presentation or practical assessment (hands-on or lab-based evaluations) scheduled during the Final Assessment Time Period.
<b>Instructor</b>	Means College professor, vocational instructor, or continuing education instructor.
<b>Student</b>	Means any person enrolled as a student at Okanagan College. For the purpose of this policy means a Student who is on the official class list.

**Support Person**

Means someone who can assist a Student in understanding the College's policies and procedures and help a Student identify questions that they may have throughout institutional processes. Examples include Student Services employees, Student Association representative, elder, friend.

**5. Principles**

- 5.1 The Final Assessment Time Period is published annually by the Registrar's Office and found at [www.okanagan.bc.ca/dates](http://www.okanagan.bc.ca/dates).
- 5.2 Any Final Assessment scheduled during the Final Assessment Time Period, must be scheduled by the Registrar.
- 5.3 The Registrar is responsible to prepare the Final Assessment Schedule with the primary goal of ensuring the minimum number of schedule conflicts for Students.
- 5.4 Students are required to write or complete Final Examinations or Final Presentations/Practical Assessments at the time, date, and designated examination location indicated on the Final Assessment Schedule. Students should be aware that these may be scheduled on days and times that differ from regular class schedules, including evenings and weekends.
- 5.5 Subject to an Instructor's discretion and specific exam protocols, students are expected to begin the Final Examinations on time and latecomers will not be admitted after thirty (30) minutes. Students who arrive late for a Final Examination are not allowed additional time. Students may not leave the Final Examination setting within the first 30 minutes or the final thirty (30) minutes of the examination period.
- 5.6 Student requirements for Final Presentations/Practical Assessments are outlined by the Instructor and/or their department.
- 5.7 Final Papers/Projects/Portfolios that are scheduled by the Registrar during the Final Assessment Time Period, can generally be submitted earlier by Students to their Instructors up to the scheduled date and time.

**6. Rescheduling**

In the event of an Exceptional Circumstance that meets the criteria outlined below, Students may apply to write or complete a Final Examination or Final Presentation/Practical Assessment at a time other than the scheduled time using the *Request For Out-Of-Time Assessment form*. For Final Papers/Projects/Portfolios, Students must speak with their Instructor directly. Requests must be received in advance of the assessment.

**Criteria:**

- 6.1 Assessments Schedule Conflict:
  - a) two or more Final Assessments scheduled at the same time;
  - b) three or more Final Assessments scheduled within a 24-hour period; or
  - c) insufficient time to travel between campuses for the purpose of writing or completing Final Examinations or Presentations/Practical Assessments.

6.2 Unforeseen Circumstances:

- a) Medical/Health: Student has been injured, or hospitalized or is under the care of a health or care professional/practitioner for a condition which prevents the Student from writing or completing Final Examinations or Presentations/Practical Assessments at the scheduled time.
- b) Compassionate Reasons: a death, serious illness or injury of a member of the Student's immediate family, or other emergency situations.
- c) Legal Obligations which include but are not restricted to jury duty or court appearances.

6.3 The Final Assessment Schedule conflicts with a recognized religion and spiritual days practiced by the Student.

6.4 The Final Assessment Schedule conflicts with Student participation in competitions (International, National, Provincial level), College-approved student competitions/events, and/or extraordinary employment opportunity (i.e confirmation of a job overseas).

6.5 At the discretion of the Program Dean/Director, or designate, consideration or alternative arrangements may also be given for other unforeseen events beyond the Student's control.

## 7. Assessment Papers and Documentation

7.1 Final Assessment papers and documentation including Instructor notes will be destroyed after a period of no less than one year.

7.2 In the event of a Final Grade Appeal, all Final Assessment papers and documentation will be retained by the College for twelve (12) months beyond the resolution of the appeal and will be destroyed after such date.

## 8. End of Term Course Evaluation

8.1 The College recognizes that the results of Final Assessments may contribute significantly to a Student's final grade and academic standing. Therefore, Students shall not be required to complete any other test, exam, or other assessment which contributes more than fifteen percent (15%) toward the final grade in a course during the last five teaching days of the semester/term as outlined in the Academic Year schedule created by the Registrar based on the *Academic Year Policy*.

8.2 No assessments shall have an assigned due date in the period between the end of the semester/term and the beginning of Final Assessment Time Period.

8.3 Section 8.1 does not apply to laboratory examinations, capstone courses, or field courses and other courses whose schedules do not match that of the regular timetable, whether summer session or regular term.

8.4 Section 8.1. does not apply to ongoing participation marks and self-assessments completed by the students.

## 9. Related Acts and Regulations

*None.*

## 10. Supporting References, Policies, Procedures and Forms

*Academic Year Policy*

*Grading Practices*

*Accessibility Academic Accommodation for Students Policy*

*Final Grade Appeal Policy*

### History / Revisions

Date	Action
2025-06-05	Revision approved by Education Council: <i>Final Assessment Policy</i>  Replaces Final Examination Policy (FNXPL_2402N_ED/PVPA)
2024-02-01	Approved by Education Council: <i>Final Examination Policy (FNXPL_2402N_ED/PVPA)</i>  Replaces OC Calendar - Examinations Policy / Out-of-Time Final Examinations