

UBC Forestry

UBC Exam Policies, Procedures, and Reminders

This document serves as a guide for an informed exam season. Below, we compile the policies and procedures at UBC that may shape the experience of exams for both teaching teams and students.

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In-term & Formal Exams

[UBC Senate Policy \(V-103\):](#)

- **Formal Examination** shall mean an oral, written, or practical assessment that contributes toward the determination of an examination candidate’s final grade or standing in the respective course, and that is scheduled by the Registrar, and time-limited, with invigilation provided.
- **In-term Examination** shall mean any major examination held during class-time or scheduled outside of class-time, during the Summer or Winter Sessions.
- **Formal Examination Periods** shall mean the periods when formal examinations are scheduled (normally, in December, April, June, and August) as delineated in the Academic Year by the Registrar. The examination start and end dates can be found in the [UBC Academic Calendar](#).
- The holding of any examination, formal or in-term, is **forbidden** during:
 - 1) the two weeks preceding the formal examination periods of the Winter Session, usually held in December and April; and
 - 2) the one week preceding formal examination periods of the Summer Session, usually held in June and August. This restriction does not apply to bi-weekly tests or to traditional and current practices in laboratories.
- Unless the relevant dean and head, for sound academic reasons, grants an exemption, **all courses designed for first- and second-year students** shall be examined in the scheduled formal examination period.

Academic Concessions

[Academic concession](#) means the provision of a variance in the timing or nature of a course or program requirement on the basis of one of the grounds below:

- Conflicting responsibilities (do not include travel or social plans that conflict with class or exam schedules unless the travel is related to another valid ground for academic concession)
- Unanticipated medical circumstances (e.g., acute physical or mental illness)
- Compassionate grounds (e.g., a traumatic event experienced by the student, a family member, or a close friend)

Note that **all student requests for academic concessions should go through Forestry Student Services** to determine the type of concessions and/or referrals needed. **Documentation from students and consent from instructors are both needed to arrange concessions.** There are many types of academic concessions, and the following types would require instructors' attention.

- **In-term concessions** can be provided to students who miss a marked assignment, test, or deadline, and are not reflected on the student's transcript.
- **Deferred standing** may be granted to a student with a valid reason for not completing course requirements as scheduled. To grant deferred standing, Forestry Student Services will check if the instructor is supportive, the student is up-to-date on the required work for the class, and other related supporting documents. See the section below for policies on deferred exams.
- Refer to [this website for other types of academic concessions](#).

Deferred Exams

A deferred exam is an exam written at a later date. If a student contacts instructors regarding a deferred exam, **direct them to Forestry Student Services** and provide the instructor's consent and supporting document to confirm the deferred standing.

- Students granted deferred standing may be given the opportunity to complete outstanding coursework, and write the next regularly scheduled exam in the course.
- For Winter Session courses, deferred exams for students who have not completed outstanding coursework will be held in late July or early August or on another date.
- For Summer Session courses, deferred exams that cannot be written as regularly scheduled December examinations will be held at the University on one date in mid-November or on another date.
- If a deferred exam is not written by the end of the next regular [deferred exam period](#) for that session, the deferred standing will be removed. It is the student's responsibility to seek an extension by contacting their faculty.
- Visit [this page for more information on deferred exams](#).

Academic Accommodations & Alternative Arrangements

Accommodations and alternative arrangements can be offered to the following conditions:

(1) For students with disability or ongoing medical conditions

Accommodations can be offered to help students with a disability or ongoing medical condition overcome challenges that may affect their academic success.

- Forestry students with ongoing medical conditions that may affect exam writing can contact their instructors and/or Student Services to arrange alternative arrangements.
- If the condition will impact >1 Winter Session (i.e., 6 months or more), students can register with the [Center for Accessibility](#) (CFA) for support before requesting exam accommodation. View the [guidelines and expectations here](#).
- If a student is writing exams with the CFA, they need to book their exams in their online services portal no later than 7 days before the exam date.
- Students registered with CFA should provide the accommodation letter at the beginning of the term or the earliest possible opportunity.
- Instructors can refer to [this guide when submitting exam information](#).
- For in-person exams, the teaching team must provide CFA with the exam paper (either hard copy or electronic copy) no later than 2 days before the exam date.
- For online exams via Canvas, the CFA will send a list of students' writing times for adjustment. Teaching teams can refer to [this guide for setting up Canvas quizzes](#). Feel free to contact forestry.tls@ubc.ca for Canvas support.
- Find more information about [academic accommodation for students with disabilities here](#).

(2) For students with exam clashes

An [exam clash](#) is when a student has multiple formal examinations scheduled on the same day and at the same time, or where the allotted times for scheduled exams overlap.

- In these cases, alternate arrangements should be made as soon as possible.
- The student should first contact his or her instructor(s) to determine if an alternate time to write the exam is available; if the instructor(s) is unable to resolve the examination clash, then the department head or dean/director is to be consulted.
- If an alternate writing time is not available at the faculty level, examination candidates must contact Enrolment Services, to make alternate arrangements.

(3) For students with exam hardships

An [exam hardship](#) is when a student has 3 or more formal examinations scheduled within a 24-hour period (e.g., from 8:00 a.m. to 7:59 a.m. the following day).

- A student facing exam hardship will be given a new examination date and time for *the second formal examination* by the respective instructor or department/faculty.
- The student must notify the instructor of the second formal examination **no later than one month** prior to the examination date for courses in the Winter Session (whether in December for Term 1 or April for Term 2), and **no later than two weeks** prior to the examination date for courses in the Summer Session.
- If the examination hardship concerns more than 3 formal examinations, this process is to be repeated.

(4) For all students' religious observances and for the cultural observances of First Nations, Métis, and Inuit Students

- Instructors should offer suitable accommodation for students observing religious practices or cultural traditions.
- Documentation from faith or community leaders is not required to support requests for accommodation.
- No accommodation will be granted that causes undue hardship, including jeopardizing academic integrity, academic standards, or the safety of the student or others.
- If a course instructor and a student are unable to agree on the form of accommodation, the student may refer the request to the Director of Student Services.
- View [the campus-wide policy and procedure here](#).

Invigilation, Student Conduct during Exams, & Exam Disruptions

Assigning Invigilators

- For in-person exams, each assigned room requires a head invigilator who will ensure that the exams are present and who will sort out any problems that may occur. Assignment sheets should be used to notify individuals of their duties. You can use the example [Invigilator Assignment Form \(pdf\)](#) or design your own.
- Use the following to ensure the number of invigilators to be present for in-person exams.

Number of students present	Number of invigilators recommended
Fewer than 10	1 invigilator
Fewer than 100	2 invigilators
Fewer than 150	3 invigilators
For every additional 50 students	Add one more invigilator

- TAs are expected to help with exam invigilation depending on the available time left in their appointments.
- Departments and instructors can download [Invigilation Guidelines \(pdf\)](#) and check the [Faculty Service Centre](#) for class lists.
- More information on [exam invigilation duties can be found here](#).

Invigilation Guidelines & Student Conduct during Exams

Before the exam starts

- Invigilators should arrive at the designated room well in advance of the exam start time.
- Students will enter the room about 10-15 minutes before the exam.
- Invigilators should arrange students to reduce the risk of cheating, such as by ensuring that the two seats beside each student remain empty. In classroom-based exams, only half of the available seats should be used. This guideline does not apply to exams held in the gym or student recreation centre.
- Require all students to show their UBC card or display it on their desks. Check identities against the class list. If a student does not have student card, ask for other official photo ID, such as a driver's license. If the student is unknown to the invigilators and does not have any form of ID to present, take the student's name and student number, and take a photo of the student with a cellphone to compare to their student records when possible.
- Remind students to use the washroom before the exam starts.
- Count exams before handing them out. You may want to make an identifying mark on the exams to prevent students from submitting prewritten pages.
- Remind students to turn off their cell phones.
- Students who arrive >30 min after the start time will not be permitted to start the exam.
- Please reinforce that electronic devices, including wearable technology (e.g. Apple watches), are not allowed during examinations by informing your students and exam invigilators. Wearable technology has created an additional avenue for academic misconduct. Along with the Apple Watch, there are "cheating watches" and headphones designed for the sole purpose of cheating. Please allow only analog watches and disallow digital watches and headphones during the exam.
- If you don't already do so, please include on the front page of your exam the Senate's policies for [Student Conduct during Examinations](#). Regulation 5(v) refers to the prohibition against electronic devices.
- Ensure that you speak to your invigilators and set the expectation that they are responsible for actively observing students and their screens throughout the exam.

During the ongoing exam

- Control the movement of students in and out of the room.

- No students should be permitted to leave within the first half hour.
- No students should be permitted to enter after the first half hour.
- Keep a record of the names of students who leave the room temporarily or finish early (note the time they leave on their booklet).
- Only one student should leave the exam room at a time during the exam. If there are enough invigilators, one should accompany the student to the door of the washroom.
- Students will not be permitted to leave until 30 min after the exam has started.
- For exams with >100 students, ensure that no one leaves the room in the last 10 to 15 minutes. When time is up, give a clear signal and inform students to put down all writing instruments.
- Invigilators should *not* be wearing headphones, studying, or using their smartphones, etc. We have had cases of cheating take place because invigilators have been inattentive. In addition, if you are using digital exams, please ensure your invigilators know what to do if a student encounters a technology problem during the exam (e.g., alert you, alert another designated individual).

If you suspect cheating during the exam

- If you notice behaviour that suggests cheating (body position, unauthorized materials, etc.), talk to the student(s) quietly. If necessary, move potentially collaborating students to seats where communication is impossible. If you suspect any other cheating, ask another invigilator to help observe the student(s).
- If a student is suspected cheating, appropriate action may include allowing the student to finish the exam, and then confiscate it along with any unauthorized material and have a discussion with the student.
- The instructor should first meet with the student immediately after the incident to discuss and get all perspectives. See if the student admits to or denies anything. Instructors need to write a report to the [Associate Dean Students in the Faculty of Forestry](#) with all this information, observations, and provide recommendations. The Associate Dean Students in the Faculty of Forestry will decide if a formal meeting is needed with the student to discuss next steps.
- Further questions on cheating and penalty should be directed to the Associate Dean Students in the Faculty of Forestry.

Disruptions during Exams

- **Fire Alarm**
 - In the event a fire alarm rings, evacuate the building. If the occupants can return and complete the examination **within 3 hours** of the time the examination commenced, it is recommended that the examination be resumed.
 - Prior to the exam, inform students of the procedures to be followed in the event the fire alarm is activated. Instruct them to leave the examination papers face down on their desk, exit to the designated meeting area, remain as a group and neither disperse nor discuss the examination.
 - If the exam is not resumed, the course instructor shall contact Scheduling Services and request that the examination be rescheduled.
- **Building(s) specific power outage**
 - In the event of a power outage, if the examination room has no windows and the only light is from emergency sources, the room should be evacuated.
 - The invigilator should contact Scheduling Services who will provide information obtained through consultation with Trouble Calls.
 - The same procedures should be followed as outlined in the section dealing with fire alarms.
- **Inclement weather, natural disasters, and campus wide power outages**
 - The Public Affairs Office will inform the media of the decision regarding exams.

- Information will be posted by Scheduling Services on the exam website and on [UBC Bulletins](#). Exams will be rescheduled by Scheduling Services.
- **Faculty of Forestry's guidelines are:**
 - To avoid last-minute pivots, the teaching teams may consider contingency plans in advance, and the plans should also be communicated with students.
 - If the snow closure day falls on an in-person exam day, UBC will reschedule the final exam. **No last-minute pivots to online exams can be supported.**
 - Be sensitive to the fact that TAs as well as students with caregiver responsibilities may not be available on snow days due to other school or daycare closures and factor this into the decisions about snow days.

At the end of the exam

- Control the collection of exams to prevent students from leaving with a copy. If you counted the exams before distributing them, count them again after you collect them to ensure that no exams are unaccounted for.
- Refer to [this website for more details on student conduct during exams](#).
- Please read [this website for more information on exam invigilation guidelines](#).

Exam Viewing

Instructors can refer to [the policies here for students who request to view marked exams](#).

- Where there is no scheduled review of an examination, a student may make a written application (by January 31 for Winter Session Term 1 courses, by May 20 for Winter Session Term 2 and two-term courses, and by September 15 for Summer Sessions courses) to the course instructor who will make every reasonable effort to arrange for the student to view the marked final examination within 30 days of the request.
- If the instructor does not comply, at the student's request, the head of the department, director of the school, or dean of the faculty offering the course will make every reasonable effort to facilitate the viewing, which normally will be completed within 15 days of receipt of the request.

Final Grades Submission

Organizing Grades for Submission

Final course grades are due:

- 7 business days after the examination date, OR
- 5 business days for exams written on the last two days of the exam period.

For courses without final exams, grades must be submitted no later than two weeks after the last day of classes.

Refer to [UBC Exam Dates and Deadlines](#) for official deadlines.

Formatting & Submitting Grades

- The Final Grade Submission Tool in Workday is available to instructors to submit grades.
- Building upon [Central grade submission guides](#), we've identified two simpler methods to match or reformat the Canvas Gradebook file to align with the Workday format. See the [Tips for Organizing Final Grades for Submission](#) for details.