

6.4.3 Administration of Exams Distance Learning Students

Policy

- A.1 The College of the Rockies promotes accurate, fair and honest assessment of student learning. Learning outcomes in distance courses may be assessed in a variety of ways, including projects, term papers, group participation, and invigilated exams. The College has developed the procedures outlined in this document to assist distance learning students, instructors and the College with the administration of exams.
- A.2 Modifications to these procedures may be required in order to accommodate individual learning and assessment situations. Instructors may accept (or deny) minor modifications relating to timing and location of exams. More extensive modifications to these procedures shall require the approval of the corresponding Dean.
- A.3 Whenever possible, usual College of the Rockies examination practices will be followed (e.g. practices and policies relating to plagiarism, cheating, exam room behaviour, permissible resources [e.g. calculators, open-book], time limits, etc., as well as Procedures No. *2.4.4 Academic Misconduct; 2.4.5 Student Conduct & Responsibilities; 2.4.6 Student Discipline; 2.5.1 Student Evaluation (Grade) System; 6.4.1 Administration of Exams; and related procedures documents.*
- A.4 Definition:
Distance Learning Student: is any student completing 100% of his/her learning for a course, workshop, and/or program while separated from his/her instructor or instruction by distance and/or time.

Procedures.

B.1 Invigilation

B.1.1 Location:

B.1.1.1 Students living within 100 km of a COTR campus or COTR-recognized learning centre, and without significant access issues¹, will write exams at a College Campus or at a College-recognized learning centre.

B.1.1.2 Students living more than 100 km from a COTR campus or COTR-recognized learning centre will identify an appropriate exam location prior to the exam date:

- a. whenever possible, the exam will be written in a recognized public post-secondary institution;
- b. if no public post-secondary institution is within reasonable proximity to the student, the exam will be written in another public educational institution (e.g., elementary or high school) or public library.

B.1.1.3 Students who are unable to write exams at a recognized public educational institution or public library may suggest an alternative invigilation location for approval of the College of the Rockies' Registrar.

B.1.2 Timing:

B.1.2.1 Whenever possible, the distance learners registered in a semesterized course that is offered in a standard, on-campus delivery format, s/he will be expected to write the same exam at the regular, scheduled exam time.

B.1.2.2 Whenever possible, the college will schedule exams for courses that include both on-campus and distance students during normal business hours.

B.1.2.3 If the distance learner is registered in a semesterized course that is being offered only in a distributed format, the exam(s) will be scheduled such that no student has any perceived advantage over another. Whenever possible, the exam will be scheduled for the same date and time for all examination locations.

B.1.2.4 If, in the opinion of the Registrar, the student resides in a location or situation where s/he is very unlikely to gain (or communicate) any prior access to the exam, the exam may be scheduled to accommodate the needs of the student.

B.1.2.5 Students registered in non-semesterized ("open" or self-paced) courses will write their exam(s) at a time convenient to instructor, exam invigilator, and themselves.

¹ "Significant access issues" may include any condition which prevents reasonable access to the campus: e.g. disability, incarceration, unsafe or unpredictable road access, unpredictable weather during the scheduled exam period, difficulty accessing transportation or extended childcare arrangements.

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B.1.2.6 Students writing distance learning exams shall write such exams at College of the Rockies campuses or College-approved locations, during regularly scheduled operating hours of the College of the Rockies campus or location.

B.1.3 Invigilator:

B.1.3.1 Whenever possible, the invigilator shall be an employee (faculty, management, or support staff) of College of the Rockies.

B.1.3.2 If the exam is to be written at an alternative public educational institution, it is the student's responsibility to identify an acceptable invigilator. The invigilator will be currently employed by that educational institution in a teaching or administrative capacity and will be approved by the College of the Rockies' Registrar.

B.1.3.3 If the exam must be written at a location other than a recognized educational institution, a person with credentials acceptable to the Registrar will invigilate the exam.

B.1.3.4 Invigilation costs shall apply, as follows:

- a) There will be no fee charged for a COTR distance student who attends an invigilation appointment scheduled during normal operating hours at a COTR campus.
- b) Distance students must bear the costs, if any, of the invigilation of exams at non-COTR locations.
- c) An administrative or invigilation fee for exams invigilated at COTR for other institutions or organizations may be charged at the discretion of the Registrar.
- d) Students requesting and receiving approval re accommodation as per Procedure 2.5.1 Student Evaluation (Grade) System, shall be required to bear the cost of invigilation expenses incurred. E.g., invigilation expenses charged by an external learning centre when such exam is available at the College of the Rockies.

B.1.3.5 The student will be required to show current picture identification to the invigilator.

B.2 Exam format

B.2.1 Some content areas may be assessed using online- and electronically-administered tests. When an online- or electronically-based test is used, the instructor will take all reasonable precautions to ensure that the testing environment is secure and functional.

B.2.2 Content areas that are normally assessed by a handwritten exam (as opposed to a computer-based exam), such as English or math, shall be assessed with a handwritten exam (paper hardcopy)² for distance learners as well.

B.2.2.1 When a handwritten exam is required, a clean, clear copy of the original exam (not a fax) will be used to ensure maximum readability.

B.2.3 Whenever possible, an alternative, equivalent exam will be available for use if, in the instructor's judgment, a student may have had prior access to an exam.

B.3 Process

B.3.1 Instructors will invigilate exams for students writing at the instructor's home campus.

B.3.2 Students registered in semesterized courses which are assessed with the schedule exams, will be made aware of the scheduled exam(s) within the Course Outline

B.3.3 Students will be made aware of the dates for scheduled exams at least one month prior to the exam.

B.3.4 When students require an invigilated exam, instructors will advise the students of the necessity to locate, complete and submit a Distance Student Exam Application, and will further advise students about where to find this Application.

B.3.5 Students completing their COTR coursework off-campus will have access to the same exam preparation resources (e.g. past exams, "test anxiety" counselling) as students taking similar courses on-campus.

B.3.6 On-campus Exams

B.3.6.1 When distance Students will be invigilated at a COTR campus location by someone other than the instructor, the instructor will submit a Distance Instructor's Application for the Exam Invigilation/Accommodation (see Appendix B), to Student Services, at least two weeks prior to the beginning of the examination period. One copy of the Application must be submitted to each campus in which students will report. The instructor will contact students with the time, date and location of their exam.

B.3.6.2 Instructors will ensure that on-campus invigilators have sufficient copies of the exam at least one day prior to the beginning of the examination period.

² Although online and electronic exam systems are available, they are currently neither secure enough nor reliable enough to be used as the sole or main assessment delivery mode. This recommendation should be re-evaluated on an annual basis to determine when online and electronic assessment tools do become acceptably reliable.

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- B.3.6.3 Students will contact the COTR campus at which they will write their exam, at least one week prior to the exam date to confirm their attendance at the exam session.
- B.3.6.4 Students will complete all information in Part A of the Distance Student Exam Application (see Appendix A), and will present this form with picture ID to the invigilator when they appear for invigilation.
- B.3.6.5 When the exam has been completed, the invigilator will sign the bottom of Part B of the Distance Student Exam Application form. The form will be returned, with the completed exam, back to the instructor.
- B.3.7 Off-Campus Exams
- B.3.7.1 Students who are not writing their exam(s) at a College of the Rockies' campus should identify a proposed invigilator at least one month prior to the exam date. The student will complete all information in Part A of the Distance Student Exam Application. The proposed invigilator will complete the information in Part B of the Application (see Appendix A). When Parts A and B are complete, the student will submit the Application to the Registrar at least two weeks prior to the exam date. The application may be mailed or faxed.
- B.3.7.2 Following approval of the Distance Student Exam Application and the Invigilator, the Registrar shall inform the instructor.
- B.3.7.3 The Instructor, or at the request of the Instructor, the Registrar's Office, will send the exam package directly to the invigilator's business address.
- a. The exam package will include: the sealed exam envelope, the Distance Student Invigilator's Statement (see Appendix C), the Distance Exam Incident Report (see Appendix D), a return exam envelope, instructions for both student and invigilator, and a letter of appreciation to thank the invigilator for performing this service.
 - b. It is recommended that the exam package be sent early enough so that the invigilator receives the package at least 48 hours prior to the exam.
- B.3.7.4 If, during the examination session, the student has any concerns about the invigilation environment, the exam, or the invigilator, he or she shall complete the information in the student's section of the Distance Exam Incident Report (see Appendix D). If the invigilator has any concerns about the invigilation environment, the exam, or the student's behaviour, he or she will complete the information in the Invigilator's section of the Distance Exam Incident Report.

- B.3.7.5 When the student has completed the exam, the invigilator will send the exam and the completed Distance Student Invigilator's Statement (with completed Incident Report, if applicable) back to the Instructor.
- B.3.7.6 If the exam is completed in electronic format, a hard copy will be printed, signed and dated by both the student and invigilator, and mailed to the Instructor.

Issue Date:	October 2000	Concerning:	Students, Faculty & Staff	
Amendment (2)	Feb. 17, 2007	Reference:	6.4.1 Administration of Exams; 2.4.4 Academic Misconduct; 2.4.5. Student Conduct & Responsibilities; and related procedures	
Manager Approval:	<i>Original signed by D. Silva</i>	Title:	Registrar	Date:
EdCo Approval:	<i>Original signed by J. Bailey</i>	Title:	Chair, Education Council	Date: <i>March 2007</i>
College Approval:	<i>Original signed by N. Rubidge</i>	Title:	President / CEO	Date: