

**SENATE COMMITTEE ON ACADEMIC PROCEDURES
REPORT TO SENATE (OCTOBER 2002)
PRE-EXAM STUDY PERIODS**

Background. In 2001, the Vice-Principal (Academic) asked the Senate Committee on Academic Procedures (SCAP) to review the various means of handling the increased volume of centrally administered final examinations resulting from increased enrolment in 2003 and beyond. SCAP referred the matter to its sub-committee on examinations for study.

The sub-committee determined that additional suitable exam hall space is not available and, therefore, looked at several ways to change existing exam procedures or policies so that the increased exam volume could be handled by increasing the amount of time for exams.

The sub-committee reviewed each of the below-mentioned options at length.

1. Scheduling two-hour examinations separately from two- and three-hour examinations.
2. Using four examination periods each day rather than the existing three periods each day.
3. Starting the Fall/Winter session earlier in September than current sessional date practice requires.
4. Holding examinations seven days each week during the exam period, rather than using six days each week.
5. Changing the time allocated to pre-examination periods following the end of classes in the fall and winter terms. At present, the December pre-exam period is five days; the length of the April pre-exam period ranges from three to seven days depending on the Faculty or School.

The review included a survey of exam practices and policies at other universities. The sub-committee concluded that the most effective alternative for handling the additional exam volume would be to adjust the pre-exam study periods to allow more time in the examination period. The sub-committee suggests an implementation date of December 2002 rather than December 2003 because of enrolment increases over the past several years.

A report on the sub-committee's work and its conclusions were made and subsequently accepted by SCAP. SCAP sent the report to the Senate Committee on Academic Development (SCAD) for information and to Faculties and Schools for consideration and approval. The Dean of the Graduate School and the Faculty of Education reported that the report is not applicable to their School/Faculty because they do not hold exam sessions.. Likewise, the Faculty Board of Health Sciences reported that the recommendation is not relevant to the School of Medicine, but gave approval for the Schools of Nursing and Rehabilitation Therapy. **All other Boards of Faculties and Schools approved the report.**

Motion.

It is recommended that, beginning with the December 2002 examination session, for all relevant Faculties and Schools there will be a pre-exam study period following the end of classes during which no exams will be scheduled. The maximum length of the pre-exam period will be four days in December and five days in April. This period may include statutory holidays and other designated non-examination days. Each year, Faculty and School sessional dates are to include these pre-exam study periods.

Respectfully submitted by the Senate Committee on Academic Procedures sub-committee on examinations:

- S. Blake, Manager, Student Services, Faculty of Arts and Science
- C. Fekken, Associate Dean, Faculty of Arts and Science
- B. Gargaro, Associate University Registrar (Chair)
- P. Marriott, Faculty Services Manager, University Registrar's Office (Secretary)
- T. Moore, Associate Dean, Faculty of Applied Science
- M. Peart, Director, Commerce Program, School of Business
- D. Sahl, Rector