

Exam Regulations and WCVM Promotion Standards

[Based on](#) Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning

<http://policies.usask.ca/policies/academic-affairs/academic-courses.php>

EXAMINATIONS

1. General Overview

- a. There shall be a final examination in all undergraduate courses taught in the Western College of Veterinary Medicine. Exceptions are made with the approval of the College Curriculum Committee.
- b. All final examinations shall take place at a time and location designated by the Office of the Associate Dean (Academic) in consultation with the course coordinators.
- c. There are no College-wide guidelines on the relative weightings of examinations, projects, papers, etc. These weightings should be established in individual courses with the approval of the College Curriculum Committee. The final grade in a course shall be the weighted average of all assessments from that course. Students must be given the details of the form of the evaluation within the first two weeks of lectures.
- d. In general 1 credit courses cannot have final examination that is more than 2 hours long. Courses must be 2 credit or greater to qualify for a midterm examination.
- e. Department Heads must approve all final grades assigned by the instructor. If disagreement on the appropriateness of grades occurs between the instructor and the department head, the College will follow the University Procedures for Grade Disputes (Section 9).
- f. The mean mark for each course should be in accordance with the university Grade Descriptors where good relates to grade Of 70-79. This policy is intended as a means of monitoring student performance and the rigor of examinations from year to year. The policy does not intend that the grades for individual courses should be adjusted to meet this standard. The grade distribution across each year will be monitored by the College Curriculum Committee and feedback will be given to course coordinators.

1.1 Quizzes

- These are short tests written at the beginning of class to test the student's knowledge.
- Each individual quiz is to be worth a maximum of 2%. The total of quizzes is not to be worth more than 10% of the overall grade.
- Quizzes are not listed in the WCVM timetable, and may be scheduled at the discretion of the instructor..
- Quizzes will not be accommodated in the usual manner. Students with exam accommodations will take the quiz with the class for the allotted time but may chose for the quizzes to not be counted towards their final grade. Students with DSS exam accommodations will have the option, at the beginning of the year, to either opt in or opt out of quiz marks. Should the student chose to not count the quiz marks, the total quiz weighting will be added to their final exam.

1.2 OSCE Examination

- OSCE examinations will be held at the end of the academic year
- The format of the exam will consist of multiple stations that must each be completed within a defined timed period
- Students must pass each station
- In the event that a student fails just one station they will have the option to repeat that station.
- In the event that a student fails more than one station or fails to pass the repeated station the student will be recorded as a having failed the examination and be subject to the usual WCVM exam policies.

2. Administration of Examinations

- a. Changes to the exam schedule from the academic calendar must be approved by the office of the Associate Dean Academic, subject to the agreement of 100% of students in the class. Changes to the examination schedule which maintains the dates as laid out in the academic calendar may be made with 80% of the class agreement when approved by the office of the Associate Dean Academic.
- b. Instructors may not give permission to individual students to write mid-term or final examinations outside the normally scheduled period. Students seeking special dispensation must complete the "Special Consideration Form."
- c. College policies dictate that scheduling of mid-term examinations will comply with the following:

- With the exception of take home exams, all mid-terms must be held during normal classroom time.
 - Dates for midterms will be established before the beginning of the academic year and given to the students at the beginning of the academic year.
 - The final coordination of mid-term exams and major assignments is the responsibility of the course coordinator and the office of the Associate Dean Academic
 - Once the schedule has been established, dates for examinations within term time can only be changed with the permission of the course coordinator, office of the Associate Dean Academic and 80% class agreement..
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- d. Students with specific needs related to writing examinations must, in consultation with Disability Student Services and the Office of the Associate Dean Academic, make these arrangements in advance of the scheduled exam. Retroactive accommodations are not permitted.

3. Invigilation of Examinations

All examinations will be invigilated in accordance with College policies.

At the Western College of Veterinary Medicine

- a. The faculty member invigilating an examination will be responsible for:
 - i. Reminding students that they are expected to conduct themselves according to the College Honor Code and university regulations on student conduct.
 - **At WCVM the invigilator will display the WCVM exam policy Powerpoint slide at the start of an examination and when possible throughout the examination.**
 - iii. Reporting to the Associate Dean (Academic) any students who are not present for the scheduled examination period.

- b. It will be the responsibility of the Department Head to make invigilators aware that they must fulfil their responsibilities in this regard.

From the University Exam policies

7.4 Conduct and invigilation of examinations:

All regulations for the invigilation of final examinations can apply to the invigilation of mid-term examinations.

It is expected that invigilators will be present while students are sitting for examinations, readily available to answer questions from students, and will monitor and report any instances of academic or non-academic misconduct according to the [Regulations on Student Academic Misconduct](#) and the [Standard of Student Conduct in Non-Academic Matters](#). Invigilators shall familiarize themselves with all related regulations and policies.

Invigilation:

Normally, the class instructor of record is expected to invigilate their examinations. If the instructor is not available, in so much as it is possible it is the responsibility of the instructor and the Department Head to ensure the examination is invigilated by a qualified replacement that is familiar with the subject of the examination. The process by which backup or additional invigilation is provided should be established by the Department Head.

It is recommended that a Department supply a sufficient number of invigilators as is appropriate for the size of the class, depending on the nature of the examination.

Invigilators may use a seating plan for their examinations which requires students to sit at a particular desk or table. In addition, invigilators may move any student to another desk or table in the examination room at any time before or during an examination.

Proctors provided by the Registrar in gymnasiums, for deferred and supplemental examinations, for examinations accommodated by Disability Services for Students, for religious accommodation, or by any other academic or administrative unit for any similar examination invigilation situation exercise the same authority to enforce these regulations as the instructor of the class. However, in such invigilation circumstances, proctors cannot be expected to provide answers to questions specific to the examination in the same manner as the class instructor.

30-minute rule:

Students should not be allowed to leave the examination room until 30 minutes after the start of the examination. The invigilator may also deny entrance to a student if they arrive later than 30 minutes after the start of the examination. A student denied admission to the examination under this regulation may apply to their College for a deferred final examination; such application will be subject to consideration under the usual criteria for that College.

With the exception of use of the washroom, invigilators can, at their discretion, deny students leave of the examination room for a period of time prior to the end of the examination. Students who are finished during this time should remain seated at their

desk or table until the invigilator informs the class that the examination is over and they can leave.

7.5 Access to materials in the examination room:

Students should bring only essential items into an examination room. Personal belongings such as bookbags or handbags, purses, laptop cases and the like may be left, closed, on the floor beneath a student's chair or table or in an area designated by the invigilator; coats, jackets and the like may be placed similarly or on the back of a student's chair. Students should not access any such personal belongings except with the permission of and under the supervision of the invigilator. Students should not collect their personal belongings until after they have handed in their examination. The University assumes no responsibility for personal possessions lost in an examination room.

Students also shall not have in their possession during an examination any books, papers, dictionaries (print or electronic), instruments, calculators, electronic devices capable of data storage and retrieval or photography (computers, tablets, cell phones, personal music devices, etc.), or any other materials except as indicated on the examination paper or by permission of the invigilator. Students also may not take anything with them if they are granted permission to leave the room by the invigilator.

For examinations requiring the use of a calculator, unless otherwise specified by the invigilator, only non-programmable, non-data storing calculators are permitted.

For examinations requiring the use of a computer and specific software, unless otherwise specified by the invigilator students may not access any other software or hardware.

No unauthorized assistance:

Students shall hold no communication of any kind with anyone other than the invigilator while the examination is in progress. This includes not leaving their examination paper exposed to view to any other student.

7.6 Permission to leave the examination room:

Students who need to leave the examination room for any reason require the permission of the invigilator. Invigilators must also use a sign-out/sign-in sheet for students who are given permission to leave the examination room and must record the amount of time a student spends outside of the examination room, frequency of requests to leave, etc. Students must leave their examination paper, examination booklets, and any other examination or personal materials either in the custody of the

invigilator for retrieval upon their return, or at the desk or table they were writing at, as per the invigilator.

Normally, only one student should be permitted to leave the room at one time. This prevents a student from discussing the examination with other students and enables invigilators to be aware of the whereabouts of their students.

Invigilators may choose to escort students to and from washrooms at their discretion, and can check washrooms for indications of academic misconduct (e.g., hidden notes or materials, books or other papers, etc.). Invigilators may designate a nearby washroom for use by the students during the examination, in the case of WCVM the washrooms in the buffeteria have been designated. However, invigilators may not deny students access to washrooms.

Students who have completed their examination are not permitted to leave the examination room until they have signed out and provided their student ID number on a University *Tally Sheet* confirming their attendance at the examination and their submission of the examination paper, examination booklets, and any other examination materials.

Emergency evacuation of an examination:

If the examination is interrupted by fire alarm, power outage, or similar emergency requiring evacuation, the invigilator should lead the students out of the examination room in an orderly fashion and keep the students together as much as is possible. The invigilator should, to the extent that this is possible, advise the students not to communicate with each other about the examination and supervise the students until the resumption of the examination. If the situation requires cancellation of the examination, it will be rescheduled by the Registrar at the earliest practical date and time.

7.7 Food and beverages:

It is at the discretion of the invigilator whether or not food or beverages are permitted in an examination room, unless required for a medical purpose. In general at WCVM this is restricted to one drink and small noiseless snacks. The discretion as to what constitutes an appropriate snack rests with the invigilator.

7.8 Protocols for an academic misconduct breach:

Where there are reasonable grounds for an invigilator believing that a violation of the [*Regulations on Student Academic Misconduct*](#) has occurred, the invigilator has the authority to:

- remove anything on the desk or table not authorized for use in the examination.

- ask to examine any bookbags or handbags, purses, laptop cases, dictionaries (print or electronic), instruments, calculators, electronic devices capable of data storage and retrieval or photography (computers, tablets, cell phones, personal music devices, etc.), and any other personal belongings if there is a reasonable suspicion that they contain evidence of academic misconduct. If allowed by the student, any such searches must be done in the presence of the student; the presence of another invigilator as a witness is recommended but not necessary.
- once examined, any personal belongings (e.g. cell phones, text books and book bags) shall be returned to the student to be put back under the student's desk, with, in so much as it is possible, the evidence retained by the invigilator. Notes or similar unauthorized materials will be confiscated and attached to the incident report to be evaluated by the instructor for possible academic misconduct procedures. If the student requires a photocopy of any evidence discovered, a copy will be provided as soon as is reasonably possible with the original to be retained by the invigilator.
- the invigilator may also take photographs or video recordings of any evidence. Photographs or video recordings will only be used in support of a charge under the [Regulations on Student Academic Misconduct](#) and will not be used or disclosed for any other purposes, and will be retained in a secure manner for a limited period of time period.
- require the student to move to a seat where the invigilator can more easily monitor the student.
- ask a student to produce evidence where the invigilator believes that student has hidden it on their person. If the student refuses, respect the refusal but note it when reporting. Under no circumstances can the student be touched or physically searched.
- if thought reasonably necessary, take a photograph of the student.
- If the student refuses to cooperate with any request of the invigilator, note the refusal when reporting.

In all the above cases, the student is allowed to finish sitting the examination. Any interaction with the student should be as discrete and quiet as is possible, so as to avoid disruption to the examination room; if practical, any conversation with the student should take place outside of the examination room. If the student is disruptive, the invigilator can require them to leave the examination room.

As soon as possible, either during or following the conclusion of the examination, the invigilator is expected to:

- make a note of the time and details of the violation, the student's behaviour, and, if a student's identity is in question, their appearance (age, height, weight, hair and eye colour, eyeglasses, identifying features, etc.)
- explain to the student that the status of their examination is in question, that the incident will be reported, and that possible charges under the [Regulations on Student Academic Misconduct](#) could be forthcoming

- identify the student's examination paper, examination booklets, and any other examination materials and set them aside
- inform the instructor (if the invigilator is not same) of the circumstances and turn over all of the evidence available. In the event that the instructor is not available, the invigilator will inform the appropriate Dean.

4. Standards of Academic Performance

- a. The minimum passing grade for all courses in the DVM program is 50 per cent.
- b. In order to be promoted, a student must pass all courses taken during the regular academic year and must attain a credit weighted average of 60 per cent or better.
- c. At the end of each academic year, faculty will review the performance of all students and make recommendations according to accepted policy. Further details of these policies can be obtained from the Office of the Associate Dean (Academic).
- d. The following applies to the VINT 580.32 course:
 - i. A minimum grade of 50 per cent is required in each rotation and a cumulative average of 60 per cent is required for successful completion of the VINT 580.32 course. Note it is possible to fail the entire rotation by failing to meet the competency in just one section.
 - ii. A student obtaining less than 50 per cent in a rotation will be deemed to have failed the rotation. The student will be given the opportunity to improve their grade in that rotation to a passing level in accordance with the individual rotation requirements as outlined in the 580 Handbook. This privilege will be granted only once for the entire academic year.
 - iii Failure to successfully upgrade the rotation in accordance with 4.d.ii above, failure of a second rotation or, failure to obtain a weighted average of 60 per cent constitutes failure of the course. (**Note:** *In certain elective or external rotations, where repetition of the rotation is not possible, those students, at the discretion of the faculty, may be permitted an alternative opportunity to improve their grade or to repeat the year. A student repeating the year would be required to meet the requirements for promotion as outlined above*).

- iv. In order to complete the final year students must also successfully complete all the required Demonstrated Entrustable Professional Activities (DEPAs – previously final year OSCEs).

5. Supplemental Examinations

- a. Supplemental examination privileges will not be considered until the final grades from all courses for the Academic Year have been reported and tabulated (typically the beginning of May).
- b. Supplemental examinations are granted to those students who have failed only one course but have attained a weighted average of at least 60 per cent.
- d. The supplemental final examinations will be accorded the same weight as the original final examination in the computation of the student's final grade for the course.
- e. The course grade using the supplemental examination grade will be used to calculate the weighted average for the Academic Session.
- f. the entire program requirements must be completed within 6 years

Promotion Regulations

Progress through the program is determined on a yearly basis with promotion to the next year or recommendation for graduation requiring a Weighted Average of 60% or better and successful completion of all courses taken.

Subject to the regulations following, a student who has received a failing grade in one course of the veterinary medical program receiving a grade of less than 50% will be required to write a supplemental examination and pass that course before starting studies in a subsequent year.

Failure to meet promotion standards; the student may be permitted to repeat the entire year (an opportunity that may only be granted once), be rusticated from the DVM program for one year or be *required to permanently withdraw* from the program.

The Faculty may require an individual to either be rusticated or permanently withdraw from the program for reasons other than academic if it is considered in the best interests of the individual or the College.

See the [Examinations & Grading](#) section for a full explanation of the grading system and the literal descriptors associated with percentage scores.

6. Releasing Grades

Only the U of S Student and Enrolment Services Division may release official transcripts. Final grades for courses, and in some instances, mid-term grades may be accessed by students through PAWS.

7. Accessibility of Final Examination Papers

A student shall be permitted to see his/her examination or other work immediately after the assessment of it has been recorded and released to the student. However, unless formally appealing the grade, students will not be allowed retain or copy the examination paper.

8. Absence from Final Examinations and Failure to Complete Term Work

The following University policies apply:

- a. Incompletes and Incomplete Failures
 - i. When a student has not completed the required course work by the time of the submission of the final grades to the Department Head, the instructor will submit a computed final percentage grade based on the course work complete to date. The reported grade must be 49 per cent or lower.
- b. Absence from Final Examinations
 - A student who is absent from a final examination will receive a failing final grade for the course. In the event that a student is absent from a final examination, one of the following will occur:

i. The instructor will submit a computed failing final percentage grade which factors in a grade of zero for the missed final examination, along with a grade comment of ABF (Absent Failure). This grade will change if a deferred examination for the student is authorized and written, and the grade comment will be removed.

ii. In the event the calculation results in a computed passing final percentage grade, a final grade of 49 per cent will be submitted along with a grade comment of ABF (Absent Failure).

9. Deferred Examinations

- a. A student who is absent from a final examination for medical or compassionate reasons, or becomes ill during a final examination, may apply to the College through the Office of the Associate Dean (Academic) for a deferred examination.
- b. When applying, a student must submit satisfactory documentary evidence to the Office of the Associate Dean Academic within three days of the missed examination
- c. In the event that a student misses a midterm examination for medical or compassionate reasons, the student may be given the opportunity to forego the midterm entirely and increase the weighting of the final examination or sit a deferred exam at the discretion of the course coordinator and the ADA.
- d. The deferred examination will be scheduled by the office of Associate Dean Academic. Typically at the next available Wednesday afternoon.

Full University Standards:

<http://policies.usask.ca/policies/academic-affairs/academic-courses.php>

In the event that a student is unhappy with their grade a student may appeal the result on academic or non-academic grounds as outlined in Procedures for Student Appeals in Academic Matters Pursuant to the Policy on Student Appeals of Evaluation, Grading and Academic Standing Approved by Council June 19, 2014

<http://www.usask.ca/secretariat/student-conduct-appeals/StudentAcademicAppeals.pdf>