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## Examination Currency Policy

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### Effective Date

October 31, 2001

### Purpose

To specify guidelines and responsibilities to ensure the currency of the Athabasca University examinations, and thus to:

- maintain institutional integrity;
- meet the expectations of the annual audit of Athabasca University's academic activities;
- ensure fairness and accuracy of all examinations.

### Definitions

<b>Category A</b>	This category consists of examinations in which all or many of the examination questions may be provided in advance, and would include most open book examinations.
<b>Category B</b>	This category includes examinations which include essay type questions, problem solving questions, etc.
<b>Category C</b>	This category includes examinations which consist chiefly of multiple choice, true/false and short answer questions of various formats.
<b>Category D</b>	This category includes challenge examinations.
<b>Category E</b>	This category includes item banked examination questions.
<b>Category F</b>	Other situations may arise that do not fit categories A - E and for which alternative processes will apply.

### Policy

#### 1.0 Examination Currency - Individualized Study Courses



- 1.1 Examinations in any course will be reviewed by the Course Coordinator as part of the course currency process as per the schedule listed below. Any action required as a result will be approved by the Vice President, Academic.
- 1.2 The Office of the Vice President, Academic will be responsible for identifying any concerns regarding the currency, security or usage of examinations, using the categories listed below as a guide.

Category A - All category A examinations should be revised when the course and/or student manual is revised/reviewed.

Category B - All category B examinations should be revised every three years. For courses with enrollments of 100 or more per year, there should be a minimum of four (4) exams on file. For courses with enrollments of less than 100 per year, there should be a minimum of two (2) exams on file.

Category C - All category C examinations should be revised every year. For courses with enrollments of 100 or more per year, there should be a minimum of five (5) exams on file. For courses with enrollments of less than 100 per year, there should be a minimum of three (3) exams on file.

Category D - For courses with enrollments of 100 or more per year, category D examinations should be revised every three years. For courses with enrollments of less than 100 per year, category D examinations should be revised when the course and/or student manual is revised/reviewed.

Category E - All questions contained in category E examinations (item banked) should be reviewed on an annual basis and updated a minimum of every three years.

Category F - Other situations may arise that do not fit categories A - E and for which alternative processes will apply.

## **2.0 Examination Currency - Grouped Study, Classroom Courses**

- 2.1 Current individualized study examinations will be used or students will be provided with specially developed examinations, as reviewed/approved by the Course Coordinator.

The Vice President, Academic and Registrar are responsible for establishing policies and procedures for academic and other matters related to examinations including eligibility to set the examination, application deadlines, student conduct, invigilation, etc. These policies and procedures will be approved by Academic Council and reviewed regularly by the Office of the Vice President Academic and the Office of the Registrar.

### **Procedures**

#### **Individualized Study Courses**



All examinations must be reviewed and, if necessary, revised by May 1st of each year.

The Office of the VPA will advise faculty/course-coordinators, by September each year, of which examinations are to be reviewed/revised/developed for that year.

If a course coordinator feels an examination, which is required to be revised as specified in the category description, should stand for another year, he or she must provide justification to the Vice-President, Academic.

### **Grouped Study Courses**

Examinations will normally be reviewed every semester by Tutors and Course Coordinators.

The Registrar, through Examination Services, will be kept fully apprised as to examinations in use for grouped study courses.

### **Editing of Examinations (Individualized Study Courses)**

Exams are considered to be part of new or revised course materials and as such must be included in materials that are submitted to Educational Technology for editing.

Exams that are revised more frequently than through the course development or revision process can be edited up on the request of the professor.

### **Approved By**

Undergraduate Studies Board  
Council of Centre Chairs  
Student Services Group  
Athabasca University Academic Council, January 26, 2000, Motion 154-10

### **Amended Date/Motion No.**

AUAC, October 31, 2001, Motion 166-9

### **Related References, Policies and Procedures**

Course Revision and Currency  
Examination Policies (Registrar)  
Student Conduct

### **Applicable Legislation/Regulation**

### **Responsible Position/Department**

Office of the Vice President, Academic