
Undergraduate Examination Request and Completion Policy – Grouped Study

Policy Sponsor:	Office of the Registrar
Policy Contact:	Coordinator, Enrolment, Records and Examination Services
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Procedure:	Undergraduate Examination Request and Completion Procedures – Grouped Study

Purpose

This policy defines the regulations and guidelines associated with undergraduate examinations (exams) in Grouped Study Courses at Athabasca University (the University).

Definitions

Course Coordinator	The University faculty member responsible for the course.
Athabasca University Approved Invigilator (Invigilator)	An individual or institution authorized by a University representative in Examination Services Unit to supervise an undergraduate course examination.
Course Contract End Date – Grouped Study	The last day that students in a Grouped Study Course have to complete their course. A Course Contract End Date is either the date of the final exam or, if there is no final exam, the date of the last scheduled course meeting.
Grouped Study Course –	The University's term for courses that are offered in a



Undergraduate	classroom setting (usually at a collaborating institution) with common deadlines for completion of course activities.
Grouped Study Examination	An examination for a course in which all of the students at each site write at the same time on the same day.
Grouped Study Tutor	An individual approved by the Course Coordinator to teach a University Grouped Study Course and invigilate the exams for that course.
Supplemental Exam	An additional examination written by a student in order to improve the mark received on the original examination.

Policy Statements

1. All Grouped Study, Tutor-prepared exams must be approved by the Course Coordinator and formatted to University standards.
2. The Grouped Study Tutor will invigilate all scheduled exams (i.e., midterm and final exams) for the course, except as outlined in Policy Statement 7, below.
3. Students in Grouped Study Courses will write their examinations at the same time and on the same date at each site. See [procedure](#) for details.
4. Students must provide a valid form of government-issued photo identification or an Athabasca University Student ID card to the Invigilator prior to writing the exam.
5. If a student cannot write on the scheduled exam write date, they can request an alternative date or time by following the steps outlined in this policy's procedures. Alternative dates or times may not be available.
6. Grouped Study Tutors are not responsible for invigilating supplemental or rebooked exams. Grouped Study students are allowed to request supplemental exams, but they must follow the [Undergraduate Examination Request and Completion Policy – Individualized Study \(137\)](#) and the timelines outlined in the corresponding [procedures](#).
7. If a Grouped Study Tutor cannot invigilate a scheduled exam, they must make alternative arrangements by following the steps in the [procedures](#). Arrangements for an alternative on-site Invigilator must be approved by the University Examination Services Unit prior to the exam date.
8. All appeals related to this policy must be made in accordance to the procedures of the [Undergraduate Examination Request and Completion Procedures – Grouped Study](#).



Applicable Legislation and Regulations

[Alberta's Freedom of Information and Protection of Privacy Act](#)

Related References, Policies, Procedures and Forms

[Undergraduate Examination Request and Completion Procedures – Grouped Study \(112a\) Examination Invigilation Network](#)

[Undergraduate Examination Request and Completion Policy – Individualized Study \(137\)](#)

[Undergraduate Examination Request and Completion Procedures – Individualized Study \(137a\)](#)

[Undergraduate Lost Exam Policy \(072\)](#)

[Undergraduate Lost Exam Procedures \(072a\)](#)

History

General Faculties Council, June 17, 2015 Motion # 26-04 (approved)