

---

## Undergraduate Examination Request and Completion Procedures – Grouped Study (112a)

---

<b>Policy Sponsor:</b>	Office of the Registrar
<b>Name of Parent Policy:</b>	<a href="#">Undergraduate Examination Request and Completion Policy – Grouped Study (112)</a>
<b>Policy Contact:</b>	Coordinator, Enrolment, Records and Examination Services
<b>Procedure Contact:</b>	Coordinator, Enrolment, Records and Examination Services
<b>Effective Date of Procedures:</b>	June 17, 2015
<b>Review Date:</b>	Annually

---

### Purpose

These procedures explain how undergraduate examination (exam) requests and completion at Athabasca University (the University) are applied in practice for Grouped Study Courses.

### Definitions

<b>Course Coordinator</b>	The University faculty member responsible for the course.
<b>Appellant</b>	The individual making an appeal. An Appellant can be a student or an authorized representative of a student.
<b>Athabasca University Approved Invigilator (Invigilator)</b>	An individual or institution authorized by a University representative in Examination Services Unit to supervise an undergraduate course examination.
<b>Grouped Study Course – Undergraduate</b>	The University’s term for courses that are offered in a classroom setting (usually at a collaborating institution) with common deadlines for completion of course activities.



<b>Grouped Study Examination</b>	An exam for a course in which all of the students at each site write at the same time on the same day.
<b>Grouped Study Tutor</b>	An individual approved by the Course Coordinator to teach an Athabasca University Grouped Study Course and invigilate the exams for that course.
<b>Supplemental Exam</b>	An <a href="#">additional examination</a> written by a student in order to improve the mark received on the original examination.

## Procedure

### Requesting an Exam

1. Exams are requested by the Grouped Study Tutor by completing the Grouped Study Evaluation Scheme/Exam Form and submitting it to Learning Services Collaborations ([gsops@athabascau.ca](mailto:gsops@athabascau.ca)). It is then forwarded to the Course Coordinator and Course Assistant for review and approval. Once approved, it is forwarded to the Office of the Registrar, Examination Services Unit, at least four weeks prior to the first scheduled class.
2. The Grouped Study Tutor will give a course outline to the students on the first day of class. This document will contain information such as assignment deadlines and scheduled exam dates.
3. Course exam dates will be communicated to the student within the first two weeks of classes.
4. If a Grouped Study Tutor would like to prepare their own exam(s), they must first get permission from the Course Coordinator. Once permission is granted, the emailed permission must be forwarded along with the exam(s) to the Examination Services Unit ([examunit@athabascau.ca](mailto:examunit@athabascau.ca)) at least four weeks prior to the scheduled exam write date in order to be formatted to University standards.
5. Examination Services will courier out the exam package with a self-addressed stamped envelope (SASE) to the Grouped Study Tutor two to three weeks prior to the exam write date. Email notification will be provided to the Grouped Study Tutor to indicate approximately when to expect the package.
6. If there is a problem with the exam package, the Grouped Study Tutor is required to contact Examination Services for direction.
7. Grouped Study Tutors must return all examinations to the appropriate faculty in the SASE within five business days after the exam is written.
8. Request for Alternative Invigilator: Grouped Study Tutors who require an alternative Invigilator must email the request to the Examination Services Unit



([examunit@athabascau.ca](mailto:examunit@athabascau.ca)) with as much notice as possible prior to the scheduled exam write date. Alternative on-site Invigilators must be approved by Examination Services. A record of the request and change of Invigilator must be included in the Grouped Study Evaluation Scheme/Exam Form.

9. Request for Alternative Date and/or Time: If a student needs to request an alternative exam write date and/or time, they must submit an appeal through the [Office of the Registrar's Online Appeals Form](#) with the potential new date and/or time and the reason for the change.
10. Request for a Supplemental Exam: If a student requests a supplemental exam for a midterm or final exam, they must follow the [Undergraduate Examination Request and Completion Policy – Individualized Study \(137\)](#), including obtaining their own Invigilator and following the applicable deadlines. For request and completion deadlines, refer to the [Undergraduate Examination Request and Completion Procedures – Individualized Study](#) .
11. Lost Exams: See the [Undergraduate Lost Exam Policy \(072\)](#) for specific regulations that pertain to lost exams.

## **Appeals**

1. All appeals to this policy must be made using the [Office of the Registrar's Online Appeals Form](#). The Appeals Officer designated by the Registrar has the final authority on all appeals to this policy.
2. If the Appeals Officer has received an appeal in error, it will be redirected accordingly.
3. All decisions on appeals will be communicated in writing to the Appellant.

## **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 Policy – Grouped Study \(112\)](#)  
[Examination Invigilation Network](#)

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

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

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

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

[Office of the Registrar's Online Appeals Form](#)

## **History**

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