
Undergraduate Exam Request and Completion Policy

Department Policy Number

137

Effective Date

September 1, 2009

Purpose

This policy defines the regulations and guidelines associated with undergraduate exam requests and undergraduate exam completion at Athabasca University (AU).

Definitions

AU Approved Invigilator	An individual who has been authorized by an AU representative in the Examination Services Unit to supervise an undergraduate course exam.
Approved Invigilation Centre	An establishment that has been authorized by an AU representative in the Examination Services Unit to supervise an undergraduate course exam. AU Edmonton, AU Calgary, and AU Athabasca offices offering invigilation services will be considered Approved Invigilation Centres.
Contract Start Date	The date a student officially starts his or her course, which is normally the first day of a month.
Contract End Date	The last day for students to complete an individualized-study course. Course contract end dates are always the last day of the month (or the date the student finishes the course, if earlier). The last day for students to complete a grouped study course offering is always the date of the last scheduled course meeting.
Significant Exam Disruption	A significant exam disruption occurs if a student is unable to complete an exam due to an unforeseen, uncontrollable event such as fire, an evacuation, or technological failure.



Exam Rebooking Fee	The fee assessed when a student requests to rebook an exam scheduled for invigilation at AU Calgary, AU Edmonton or AU Athabasca.
Exam Write Date	The date the student has scheduled with an AU approved invigilator or an approved invigilation centre to write an exam.
Late Request for an Exam	This is an exam request that has been received after the exam request deadline but on or before the student's contract end date. Students cannot request a multiple exam after a late exam request has been made.
Multiple Exam Request	This is an exam request for a previously unwritten examination, which has been returned to the University by the AU approved invigilator or approved invigilation centre, to be resent to the same or an alternative AU approved invigilator or approved invigilation centre. Students will be assessed a multiple exam fee for this service. The Multiple Exam Request does not apply to supplemental examinations, which must be written as requested.
Supplemental Exam	Students are allowed to write one supplemental exam for each midterm or final examination they are required to write as part of the course, if they are not satisfied with the initial exam mark. An unwritten supplemental exam that has been returned to the University may not be re-requested.

Policy

1. Exam Request and Completion

1.1 Exam Request Deadlines

All exams must be requested in accordance with the established deadlines of the [Undergraduate Exam Request and Completion Procedures](#).

1.2 Exam Completion Deadlines

All exams must be completed in accordance with the established deadlines of the [Undergraduate Exam Request and Completion Procedures](#).

1.3 AU's Right to Require a Re-write of an Exam

The University reserves the right to require that a student re-write an exam. This policy does not limit AU's right to proceed with charges of [Student Academic Misconduct](#) or



[Non-Academic Misconduct](#) as established in the Student Academic and Non-Academic Misconduct Policies.

2. Exam Supervision and Invigilation

2.1 Exam Supervision

Students must write exams under the supervision of an AU approved exam invigilator or at an approved invigilation centre.

2.2 Request for Invigilator Approval

Students who are putting forward a request for consideration of an individual who is not an AU approved invigilator must do so in accordance with the established procedures of the Exam Request and Completion Procedures. Only those AU staff members who have the delegated authority of the AU Registrar may approve invigilators or invigilation centers.

2.3 AU's Right to Refuse an Invigilator

AU has the right to refuse a requested invigilator, require the student submit an alternative invigilator or require that students write their examination with an AU approved invigilator or at an invigilation centre. AU has the right to discontinue the use of an AU approved invigilator or approved invigilation centre at any time.

3. Exam Shipment and Delivery

3.1 Paper Based and Online Exams

Paper based exams will be sent only to an AU approved invigilator or invigilation centre. See the [Undergraduate Exam Request and Completion Procedures](#) for further information. Access to online exams will be provided via the established procedures of the [Undergraduate Exam Request and Completion Procedures](#).

3.2 Letter Mail and Courier Delivery Timelines

AU cannot guarantee the delivery of an exam prior to a requested write date.

4. Exam Attempt

Once a student has viewed an exam, unless the wrong exam has been sent to the AU approved invigilator or invigilation centre, it will be considered to have been an attempt at the exam and the exam will be considered written and assigned a grade.



5. Exam Time Allotment

Students will be allowed only the amount of time that has been specified on the official invigilation and examination instructions to complete their exam.

6. Exam Return to AU

All written and unwritten exams must be returned to AU by the AU approved invigilator or invigilation centre in accordance with the established procedures of the [Undergraduate Exam Request and Completion Procedures](#).

7. Lost Exams

See the [Undergraduate Lost Exam Policy \(072\)](#) for specific regulations that pertain to lost exams.

8. Exam Re-booking

The re-booking of an exam must be done in accordance with the established procedures of the [Undergraduate Exam Request and Completion Procedures](#).

9. Exam Related Fees

Students are responsible to pay all associated fees that are assessed by AU, an AU approved invigilator or invigilation centre for the services related to an exam. Exam related fees paid to Athabasca University are non-refundable.

10. Appeals

10.1 Appeal of Policy

All appeals to this policy must be made in accordance to the procedures of the [Undergraduate Exam Request and Completion Procedures](#).

10.2 Appeal of a Mark or Grade

Students must make an appeal of a mark or grade in accordance with the [Student Appeals Policy](#) and the established procedures of the [Student Academic Appeals Procedures](#).

Approved by

Athabasca University Academic Council, November 14, 2007, Motion # 206-11

Amended Date/Motion No.

Athabasca University Academic Council, June 10, 2009, Motion # 218-6 (revised)



Related References, Policies, and Procedures

[Undergraduate Exam Request and Completion Procedures](#)

[Undergraduate Lost Exam Policy](#)

[Student Academic Misconduct Policy](#)

[Student Academic Misconduct Disciplinary Procedures](#)

[Student Appeals Policy](#)

[Student Academic Appeals Procedures](#)

[Non-Academic Misconduct Policy](#)

Applicable Legislation/Regulation

N/A

Responsible Position/Department

Office of the Registrar

Keywords

AU Approved Invigilation Centre, AU approved invigilator, Contract End Date, Contract Start Date, Exam Disruption, Exam Fees, Exam Request, Exam Request Policy, Hold Period, Invigilation Centre, Invigilator, Invigilator Approval, Late Exam Request, Late Exam Request Fee, Lost Exam Refund, Multiple Exam Request, and Supplemental Exam