

## C.25.3

### Supplemental Final Examinations and Assignments Procedure

Policy Name	<b>Assessment and Grading Policy</b>		
Policy #	<b>C.25</b>	Category	<b>Academic</b>
Approving Jurisdiction	<b>Board of Governors</b>	Replaces	<b>New</b>
Administrative Responsibility	<b>Vice President, Education and Training</b>	Version	<b>2024-08-23</b>
Procedures Approved by	<b>President</b>	Next Review Date	<b>To Be Determined</b>

See the related **POLICY** (Link to be added when posted.)

#### DEFINITIONS

**Extenuating Circumstances:** Extenuating circumstances refer to a personal circumstance beyond the student's control that temporarily interferes with the student's ability to complete academic requirements. Examples of extenuating circumstances may include:

- Accident
- Illness (physical or mental)
- Traumatic Event (e.g., divorce, assault, house fire)
- Bereavement
- Emergency Procedure
- Compulsory legal duties (e.g., jury duty)
- Unforeseeable circumstances such as technological or workspace disruption beyond the student's control

#### PROCEDURES

##### 1.0 General

- 1.1. Supplemental final examinations or final assignments are not permitted in some courses, regardless of circumstances. Courses that do not allow supplemental final examinations or final assignments will clearly indicate such in the course outline.
- 1.2. The student is responsible for paying for any invigilation costs associated with the writing of a supplemental final exam (see Policy J.02).

##### 2.0 Procedures

- 2.1. A student who has missed a final exam or final assignment due to extenuating circumstances (see Definitions) may request in writing to the course instructor to write

a supplemental final exam or to complete a supplemental final assignment for that course.

- 2.2. The written request will outline the extenuating circumstances that should be considered and must be submitted within two (2) working days of the missed final exam or final assignment.
- 2.3. A student who is unable to meet the two-day submission timeline must make contact as soon as possible and provide documentation related to the circumstances of not being able to contact the instructor.
- 2.4. Upon receipt of a written request to write a supplemental final exam or final assignment, the course instructor will consult with the Program Chair or Head. The course instructor and Program Chair or Head will collaboratively decide whether to approve the request.
- 2.5. If the student disagrees with the decision, they can request the Vice President, Education and Training or the Vice President, Community and Extensions review the matter.
- 2.6. The instructor will respond to the student's request within three (3) working days of receipt of the request. If the supplemental final exam or final assignment is approved, it will be scheduled within ten (10) working days following the date of approval.
- 2.7. If the supplemental final exam needs to be face to face, and if the student no longer resides in the community where the course was delivered, arrangements will be made by the course instructor for invigilation of the supplemental final exam at the nearest Aurora College location or other suitable site. The invigilator is responsible for submitting the completed final exam to the instructor. At the discretion of the instructor, virtual supplemental final examinations can be considered.
- 2.8. Instructors will enter final grades into the Student Information System (SIS) within five (5) working days of the supplemental final exam or final assignment submission date.
- 2.9. If the supplemental exam or assignment occurs outside the designated timeframe in which instructors can enter grades into the SIS, the final grade will be submitted to the Registrar for entry.

## **RELATED DOCUMENTS**

C.25.2 Course Grade Determination Procedure

J.02 Fees Policy