



Exam Regulations

Revision approved by the Committee on Enrolment and Student Affairs (CESA) on 13-Mar-2024 and in effect for Fall 2024

Scope:

The purpose of these Regulations is to guide the scheduling and organization of examinations throughout McGill University, recognizing the different needs of Faculties and academic units. In doing so, and in line with the [Policy on Assessment of Student Learning](#) which guides these Regulations, they serve to promote equity, consistency, effective learning experiences, a healthy learning environment, and academic integrity under the [Code of Student Conduct and Disciplinary Procedures](#).

These regulations apply to all examinations organized by Enrolment Services that are held in undergraduate credit courses up to and including the 500 level. In these regulations, the term “examination” is used interchangeably with the term “exam”.

Faculties are required to ensure that they have publicly available regulations to govern examinations organized locally. In the absence of publicly available Faculty-specific regulations for locally organized examinations, or where such regulations fail to address an aspect of organizing examinations regulated herein, these regulations will apply to formative and summative assessment examinations organized in Faculties.

These regulations will take effect in Fall 2024 and are governed by the [Policy on Assessment of Student Learning](#) (“the Policy”). The Policy will supersede these regulations in the event of any conflict between the two.

Conduct during examinations is also governed by the [Code of Student Conduct and Disciplinary Procedures](#) and [Student Rights and Responsibilities](#).

Students’ Responsibilities

A student’s right to take an examination is contingent on:

- being registered in the course;
- being able to produce valid student identification before and during the examination; and
- the fulfillment of any course requirements, for taking of the examination.

Students are responsible for familiarizing themselves with the [Policy on Assessment of Student Learning](#) and the [Code of Student Conduct and Disciplinary Procedures](#), both of which are available on the Secretariat website. Students must also consult the guidelines on the [Exams website](#), and any program-specific exam information on their Faculty or School website(s).

Students are responsible for confirming the date, time, and place of the examination by checking examination schedules, including deferred and supplemental exams.

Students are responsible for verifying which materials are required and authorized for their examination, and to ensure that they bring these materials to their exam.

Once a student enters the examination room or accesses an online exam, the student is no longer eligible to request a deferred exam.

Students who are unable to undertake their examination must, prior to entering the exam room or accessing their online exam, consult their Faculty's policies for deferred examinations and apply for a deferred exam if appropriate. Once a final examination is written, whether partially or fully, the student's earned grade will appear on the student's transcript.

It is the student's responsibility to be aware of and verify exam guidelines or procedures specific to their Faculty or School.

Students writing in-person examinations must have their valid McGill student ID card ready for presentation upon entering the examination room, and visible on the desk during the exam. Government-issued photo ID with the student's full name will be accepted in lieu of the McGill Student ID.

Travel arrangements do not constitute an examination conflict, nor are they a valid reason to request a deferred exam.

Academic and Religious Examination Conflicts

Examination conflicts (academic and religious) are defined on the [Academic Conflicts page](#).

The Faculties of Law, Dental Medicine and Oral Health Sciences, Medicine and Health Sciences, require students to report academic conflicts to their Faculty Student Affairs Office, and the School of Continuing Studies to the SCS Registration Services, even if the courses involved have final examinations administered by Enrolment Services.

Students for whom an examination interferes with religious observance are responsible for filling out the Final Exam Conflict Form. The deadline for submitting a request is four (4) weeks prior to the beginning of the exam period.

Conduct of Examinations - General

Examinations may take place in person or online. In person exams include exams written on paper as well as using an authorized electronic device.

Examinations held during the examination period after the last day of scheduled classes in December or April must be worth at least 25% and no more than 75% of the final grade.

Conduct of in-Person Examinations

In-person summative assessment examinations are by default 3 hours in length. These examinations take place at a designated location during the final examination period, the schedule for which is published on the Enrolment Services [Exams website](#).

Any material brought into the examination room may be inspected by invigilators. This includes but is not limited to dictionaries, calculators, cell phones, laptops, and other materials.

Students may have on their examination desk items that are authorized for use during the exam. Unauthorized items found on the person or desk will be confiscated and turned over to the relevant Disciplinary Officer.

As a general rule, Enrolment Services is unable to accommodate final assessments where laptops, cell phones, smart watches, tablets and access to the internet are authorized.

The University is not responsible for the loss of personal belongings during an examination, and students are encouraged to leave valuables at home.

Students may not leave the examination during the first hour of the exam. No student will be allowed to enter an examination later than one hour after it has started.

Students who arrive within the first hour of the exam but after the examination has begun will not be given extra time.

Students must indicate their name and McGill ID on, and sign, all examination materials. Where applicable, they must sign a signature sheet confirming the row, seat, and room where they are writing the exam.

Students may not leave the examination room unless accompanied by an invigilator and they must sign a room exit log. Students are not permitted to have any personal belongings such as a cell phone or smart watch when they leave the examination room.

Students may not leave the examination room during the last 15 minutes of the examination period. Students must remain seated quietly until the invigilator announces the end of the examination period.

Once the invigilator indicates the end of the examination period, students will not be given extra time to write their names on the examination materials or for other reasons.

Students must submit all examination materials at the end of the examination and before leaving the examination room.

For multiple choice examinations with two or more versions, the invigilator will spread out or “stripe” the examination by alternating the versions, to create distance between students with the same examination version. Students must be seated in alternating seats create seating distance between each student.

Conduct of Online Examinations

Online examinations may be held in a timed or take-home format. They have a specific availability window which is indicated on the final examination schedule.

Timed online final examinations may be synchronous (all students must write the exam in the same, defined time window) or asynchronous (all students have the same time frame to write the exam and may choose which window of time in which they will write the exam).

It is the responsibility of the student writing an online examination to ensure that they access the examination within the appropriate timeframe. Students who access an online examination late (e.g., accessing a 3-hour examination with 2 hours remaining in the availability window) will not be granted additional time to complete the examination.

Use of Authorized Exam Materials

Calculators:

- For examinations requiring the use of a calculator, unless otherwise specified by the instructor, only non-programmable, non-text storing calculators are permitted (A non-programmable calculator is a type of calculator that does not have the capability to store or execute user-defined programs or functions).
- For Faculty of Engineering examinations, only [Faculty-approved calculators](#) are permitted.
- Cell phones or smart watches may not be used as a clock or calculator as these are not authorized materials.

Dictionaries:

- Unless expressly unauthorized by the instructor, translation dictionaries are authorized, except in courses where developing language proficiency is among the course learning outcomes.
- Translation dictionaries must not include any definitions or synonyms. Other dictionaries (thesaurus, definition, technical) are not authorized, unless otherwise specified by the instructor.
- Electronic dictionaries are not authorized.
- Invigilators will inspect dictionaries to ensure they do not include definitions or synonyms.

Illness during examinations

Students who start an exam are not eligible to request a deferred exam except in extreme circumstances of incapacity as confirmed by a healthcare professional. Such circumstances will be reviewed by a Faculty Associate Dean. Students who begin an exam and are unable to complete it will have the exam grade stand and count toward their final course grade.

Students who feel too ill to take an exam prior to entering the exam room or accessing their online exam are advised to not start their exam as they will no longer be eligible to request a deferred exam after they begin writing it except in extreme circumstances of incapacity as confirmed by a healthcare professional.

If a student falls ill and discontinues their in-person examination, they will be supervised by the onsite medic until they are able to leave the exam venue. If this occurs during the first hour, the student will in any case not be permitted to leave the exam venue until the first hour has elapsed, except in cases of a medical emergency.

Interruption of an Examination

If the Examination Emergency Plan dictates the interruption of an exam, an announcement will be made in the examination room. Resumption of the exam will follow the Examination Emergency Plan.

If the examination room or venue must be evacuated, students must follow the invigilator's directives and leave in a quick and orderly manner. They must leave all examination material on their desk and leave their personal belongings behind.

Accommodations During Examinations

Students registered with the [Office for Student Accessibility and Achievement](#) may request accommodations for examinations.

Role of the Course Instructor, Associate Examiner, and TAs for the course

The Course Instructor is the member of academic staff who is responsible for the mode of assessment and the grades to be granted in a course, including examinations.

The Associate Examiner is a member of academic staff, named in accordance with the procedures established by the relevant Faculty, who substitutes for the Course Instructor in overseeing or grading the examination if the Course Instructor is unable to do so.

Course Instructors must submit their exam to Enrolment Services Exam Office by the deadline. If the deadline is not met, Enrolment Services will not be able to organize the exam.

For final exams that will have a deferred exam held during the deferred examination period, the Course Instructor must submit two versions of the final exam. In courses where a supplemental exam is offered, they must also provide a version by the deadline stipulated by Enrolment Services.

Course Instructors must name the Associate Examiner, and as applicable, Teaching Assistants (TAs), as well as indicate their own availability window to be present in the examination room while the exam is being written. The Course Instructor is required to ensure that at least one of the named roles is available during the exam.

For online examinations administered by the Course Instructor through myCourses, the Course Instructor, Associate Examiner, or TA for the course must inform students where to direct any questions they may have during the exam.

Faculties who administer online examinations through their Student Affairs Office must develop procedures indicating the procedure for students to ask questions during an online exam.

Course Instructors, Associate Examiners, and TAs are not permitted to grant any special treatment (e.g., extend time, provide notes) to any student.

No Examiner (Course Instructor, Associate Examiner, TA) may administer or grade any examination that was written by a related party unless prior written approval of the Department Chair is obtained in accordance with the [Regulation on Conflict of Interest](#). A Related Party means:

- a. a member of an Examiner's immediate family;
- b. a person living in an Examiner's household;
- c. a person with whom an Examiner has, or had, a close or intimate personal relationship;
- d. a person with whom an Examiner shares, directly or indirectly, a financial or other interest; or
- e. a person to whom an Examiner owes a financial or moral obligation.

Breaches of Regulations

Any alleged breach of these exam regulations or other university policies will be reported to the Chief Invigilator and to the relevant Disciplinary Officer (or Dean) for appropriate action.

Per article 21(d) of the [Code of Student Conduct and Disciplinary Procedures](#), the Chief Invigilator may exclude any student from an examination if they have reasonable grounds to believe that the student is breaking, has broken, or is attempting to break a University or Faculty examination regulation.

Deferred Examinations

Students are responsible for reviewing the relevant Faculty/School web pages before making a deferred exam request.

Deferred exams allow students who are severely ill or dealing with unforeseeable and significant extenuating circumstances that make it impossible for them to write their exam to instead write it at an alternate time determined by the University.

The mode of delivery for a deferred exam will be the same as the original exam. If the original exam was held in person, the deferred exam will also take place in person.

If a deferred exam is approved and the original exam is written, the grade for the original exam stands.

Students may not defer a deferred exam.

Once a student has started their examination, they are no longer eligible to request a deferred exam.

Deferred exam requests require supporting documentation that substantiates the claim of incapacity or inability to take the exam(s) on the given date(s). The need for supporting documentation does not apply to a student's first deferred exam request in the following Faculties only:

- Arts (including Schools of Social Work and Religious Studies)
- Education
- Engineering
- Law
- Management
- Science (including the Bachelor of Arts & Science)

A course with an approved deferred final exam will show a grade of "L" on the student's unofficial transcript until the deferred exam is written and graded. After the exam is graded, the grade of "L" will be replaced by the final grade on the official transcript.

Supplemental and Special Exams

Supplemental Exams are not an assessment task included in a course but are an additional means that may be available to students to facilitate successful course completion.

Students in satisfactory or probationary standing who receive a grade of D, F, J, or U in a course may be eligible to take a supplemental examination for that course. The initial grade will still appear on the transcript, and both will be calculated into the CGPA. Only one supplemental examination is allowed in a course.

A supplemental exam may only be offered if it is stipulated in the course outline. Course outlines must include details regarding format and weight of the supplemental exam.

Special permission is required for students requesting to take supplemental exams in courses totalling more than 8 credits in a single term.

For courses in which both a supplemental examination and additional work are available, students may choose the additional work, or the supplemental examination, or both. Where both are written, only one

supplemental grade will be submitted, reflecting grades for both the supplemental examination and the additional work.

Additional credit will not be given for a supplemental exam where the original grade for the course was a D and credit was received for the course.

A student who was approved to write a deferred exam but did not pass the deferral is not eligible to apply for a supplemental exam.

Supplemental examinations in courses outside the relevant Faculty are subject to the deadlines, rules, and regulations of the Faculty hosting the course.

A non-refundable fee for each supplemental exam application is assessed at the time of application.

In some Faculties and, in very exceptional cases, students whose particular circumstances cannot be accommodated by a deferred or supplemental exam may apply for permission to undertake a special examination in accordance with Faculty procedures.

Grade Submission

Department Chairs are responsible for ensuring that Course Instructors submit final grades by the deadline set for each term by Enrolment Services.