



**425<sup>th</sup> REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE**

on APC meeting held on 9th December 2010

**I. TO BE APPROVED BY SENATE**

**(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL - none**

**(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE/AWARDS - none.**

**(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES - Appendix A**

Change of name for the English and French Language Centre

At a meeting on 9<sup>th</sup> December 2010, APC reviewed a proposal submitted by the Faculty of Arts to change the name of the English and French Language Centre to “French Language Centre / *Centre d’enseignement du français*”, as a result of the creation of a University Writing Centre (under the purview of the Centre for Continuing Education) which takes over the English courses.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed name change for the English and French Language Centre to “French Language Centre / *Centre d’enseignement du français*” and so recommend to the Board of Governors.

**(D) CHANGES IN DEGREE DESIGNATION - none**

**II. PRESENTED TO SENATE FOR DISCUSSION**

University Student Assessment Policy - - *Appendix B*

At meetings on 21<sup>st</sup> October and 9<sup>th</sup> December 2010, APC reviewed a proposed “University Student Assessment Policy” submitted by the Workgroup on Examination Regulations of the Enrolment and Student Affairs Advisory Committee (ESAAC). The Workgroup’s mandate was to reconcile all existing regulations and propose a coherent, overarching policy on formal student assessment, making it as comprehensive as possible. Application of the Policy would be flexible in some respects, allowing certain jurisdictions to opt out of certain articles in the Policy. A June 2011 implementation date is envisioned, so as to allow instructors and faculties’ Student Affairs offices sufficient time to become acquainted with the Policy for the Fall 2011 examination period.

**III. APPROVED BY APC IN THE NAME OF SENATE**

**(A) DEFINITIONS – none**

**(B) STUDENT EXCHANGE AGREEMENTS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS**

1) Instituto de Empresa (IE) Business School and McGill Desautels Faculty of Management

At a meeting on 9<sup>th</sup> December 2010, APC approved a Student Exchange Agreement between the Instituto de Empresa (IE) Business School and McGill University, Desautels Faculty of

Management, which applies to undergraduate (B.Com) students only. McGill University currently has three partnerships in Spain: ESADE Business School (limited to B.Com), Universidad Pontificia Comillas (limited to B.Com and Arts), and Universitat de Barcelona (limited to Law). IE Business School was created in 1973 as a private initiative designed to offer postgraduate training programs in the field of business administration and senior management. IE Business School is recognized for its entrepreneurial spirit and commitment to innovation. It offers master's, executive master's, executive education, Ph.D. and DBA (Doctor in Business Administration) programs. Approximately 7,800 students from 88 countries undertake degree programs at IE Business School each year. The Instituto de Empresa (IE) Business school is one of the highest ranked business schools worldwide and one of Europe's top business schools.

## 2) Canada-EU Programme for Cooperation in Higher Education, Training and Youth Transatlantic Business Process Management Education Network (BPM EduNet)

At a meeting on 9<sup>th</sup> December 2010, APC approved a Memorandum of Understanding for the project *Transatlantic Business Process Management Education Network (BPM EduNet)*, funded under the Canada-European Union Programme for Cooperation in Higher Education, Training and Youth (2010). The agreement involves a consortium of universities in Canada and the European Union and was developed in the context of the HRD+SDC Canada – European Community Program for Cooperation in Higher Education and Training. The partner universities are:

- University of Toronto (Toronto, Ontario)
- University of Ontario Institute of Technology (Oshawa, Ontario)
- Freie Universität Berlin (Berlin, Germany)
- FH Joanneum University of Applied Sciences (Austria, EU)
- University of Coimbra (Portugal, EU).

The purpose of this Agreement is to establish and further academic exchange and cooperation in the field of IT-based modern Business Process Management in Canada and the EU partner countries of Germany, Austria and Portugal.

## IV. FOR THE INFORMATION OF SENATE

### (A) APPROVAL OF COURSES AND TEACHING PROGRAMS

#### 1. Programs

##### a) APC approvals (new options/concentrations and major revisions to programs)

- i. New concentrations/options within existing programs - *none*
- ii. Major revisions of existing programs - *none*

##### b) APC Subcommittee on Courses and Teaching Programs (SCTP) approvals

Summary reports: <http://www.mcgill.ca/apc/sctpreports/>.

##### i. Moderate and minor program revisions, *approved by SCTP on 18<sup>th</sup> November 2010*

#### Faculty of Agricultural and Environmental Sciences

- M.Sc.; Bioresource Engineering; Non-Thesis (45 cr.)
- B.Sc. (AgEnvSc); Agricultural Economics; Freshman Program (30 cr.)
- M.Sc.; Bioresource Engineering; Neotropical Environment; Thesis (46 cr.)
- M.Sc.; Bioresource Engineering; Neotropical Environment; Non-Thesis (45 cr.)
- Ph.D.; Bioresource Engineering; Neotropical Environment (0 cr.)
- M.Sc.; Entomology; Neotropical Environment; Thesis (46 cr.)
- M.Sc.; Renewable Resources; Neotropical Environment; Thesis (48 cr.)
- Ph.D.; Entomology; Neotropical Environment (0 cr.)
- Ph.D.; Renewable Resources; Neotropical Environment (0 cr.)

- M.Sc.; Plant Science; Neotropical Environment; Thesis (46 cr.)
- Ph.D.; Plant Science; Neotropical Environment (0 cr.)

Faculty of Engineering:

- B.Eng.; Materials Engineering; Minor (24 cr.)
- B.Eng.; Mechanical Engineering; Major (112-118 cr.)
- B.Eng.; Mechanical Engineering; Honours (112-118 cr.)
- MUP; Transportation Planning; Non-Thesis (66 cr.)

Faculty of Medicine

- Bachelor of Nursing (66 cr.)

Faculty of Science

- M.Sc.; Biology; Neotropical Environment; Thesis (48 cr.)
- Ph.D.; Biology; Neotropical Environment (0 cr.)
- M.A.; Geography; Neotropical Environment; Thesis (45 cr.)
- M.Sc.; Geography; Neotropical Environment; Thesis (45 cr.)
- Ph.D.; Geography; Neotropical Environment (0 cr.)
- B.Sc.; Cognitive Science; Minor (24 cr.)
- B.Sc.; Neuroscience; Major (64-65 cr.)
- B.Sc.; Biology and Mathematics; Joint Major (76 cr.)

ii. Program retirements: *none*

**2. Courses** (*approved by SCTP on 18<sup>th</sup> November 2010*)

a) New Courses:

Faculty of Arts: 1  
 Desautels Faculty of Management: 1  
 Faculty of Medicine: 3

b) Course Revisions:

Faculty of Agricultural and Environmental Sciences: 11  
 Faculty of Arts: 14  
 Faculty of Engineering: 1  
 Faculty of Medicine: 2  
 Faculty of Science: 19

c) Course retirements:

Faculty of Arts: 19

**(B) Other:** *none*



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November 30, 2010

Provost A.C. Masi  
Chair, Academic Policy Committee  
Room 504  
James Administration Building

Dear Provost Masi,

I am writing to the Academic Policy Committee to request approval for a name change of the English and French Language Centre. This was approved in the Centre. After fully agreeing with the request, the following motion was then submitted to Faculty for approval:

**Be it resolved**, that the name of the English and French Language Centre be changed to the ***French Language Centre (FLC)/ Centre d'enseignement du français (CEF)***.

On November 23<sup>rd</sup>, 2010 Faculty unanimously approved this motion.

Below is additional information that may prove useful for the members of APC:

Background -

The *Centre de français* was created in 1970 to provide credit courses in French as a Second Language to students throughout the university. In 1980, the Centre added the teaching of English as a Second Language and English for Academic Purposes to its mandate. The unit then became the English and French Language Centre (EFLC).

The mission of the EFLC has been to:

1. provide English and French language courses to students registered in an undergraduate or graduate program at McGill and to help students develop communicative competence, which includes learning linguistic skills as well as developing cultural awareness.
2. oversee all activities related to the administration of the Faculty of Arts Multimedia Language Facility (AMLF/LLMFA) as well as to the academic needs of lab users.
3. develop both traditional and technology-assisted pedagogical practices.

4. provide training and supervision of language monitors, pre-service teachers, graduate students with teaching responsibilities, and course lecturers, and to assist in the professional development of the language teaching faculty.

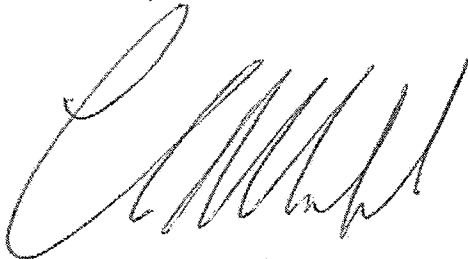
5. collaborate in special projects, such as the Intensive ESL Program for Asian students; the AMLF; the Training and Human Resources Development Project (a Health Canada-McGill University endeavour); the McGill Quebec Studies Summer Institute (a joint endeavor with the Programme d'études sur le Québec), and the Arts Legacy Freshman Program.

**Rationale for the name change**

With the creation of a university Writing Centre (under the purview of the Centre for Continuing Education (CCE)), the English and French Language Centre no longer exists in its current state. While the English language courses are being integrated into the newly created Writing Centre, the Centre continues to teach French as a second language.

Please let me know if the Academic Policy Committee requires any further information for this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Manfredi', written in a cursive style.

Christopher Manfredi  
Professor and Dean  
Faculty of Arts

CPM/ss



**TO:** Academic Policy Committee

**FROM:** Professor Emine Sarigöllü, Associate Dean (Student Affairs),  
Desautels Faculty of Management  
Chair, Enrolment and Student Affairs Advisory Committee (ESAAC)  
Workgroup on Examination Regulations

**SUBJECT:** Draft University Student Assessment Policy

**DATE:** 7 December 2010

**BACKGROUND:** A workgroup on examination regulations was struck by ESAAC with the mandate of drafting an over-arching university policy for examinations, including midterms where applicable, and making this policy as comprehensive as possible. The Policy governing examinations is meant to protect students from excessive workloads, and to ensure that all students are treated equally. Students should write examinations in conditions that permit them to put forth their best effort, and in conditions that minimize the possibilities of cheating.

The workgroup revisited the current examination policy and regulations at the university and faculty levels, including the Senate document in 1997, university exam regulations 2006, and more recent policy & resolutions re: multiple choice, student response systems, and associate examiners. In addition, the workgroup also included other forms of assessments, specifically midterm exams, written assignments, and oral exams. The workgroup also met with Associate Dean Travis for GPS input.

The workgroup met seven times and exchanged input electronically between January-April 2010. It presented drafts for feedback to ESAAC and CESA. Subsequent drafts have also been presented to the Deans (three times), as well as to the student groups (SSMU, PGSS, MCSS and MACES). The implementation date is envisioned for June 2011, in order to allow instructors and faculty Student Affairs Offices to become acquainted with them in time for the Fall 2011 examination period.

Workgroup members:

- Mr. Joshua Abaki (undergraduate student)
- Ms. Nicole Allard (ESAAC representative)

- Prof. Wes Folkerth (Department of English, Faculty of Arts)
  - Mr. Mahmoud Hussein (graduate student TA)
  - Prof. Emine Sarigöllü, *Chair*  
(Associate Dean [Student Affairs], Desautels Faculty of Management)
  - Dr. Philip Smith (Office of the Deputy Provost)
  - Prof. Lydia White (Associate Provost, Policies, Procedures & Equity)  
[replacing Prof. William Foster]
  - Ms. Jocelyne Younan (Assistant Registrar, and Chief Invigilator)
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**PRIOR  
CONSULTATION:**

Enrolment and Student Affairs Advisory Committee (ESAAC)  
(3 February, 7 April & 9 November 2010)  
Committee on Enrolment and Student Affairs (CESA) (13 April 2010)  
Subcommittee on Teaching and Learning (STL)  
(27 April & 26 October 2010)  
Students' Society of McGill University (SSMU)  
Post-Graduate Students' Society (PGSS)  
Macdonald Campus Students' Society (MCSS)  
McGill Association of Continuing Education Students (MACES)  
Deans (19 May, 15 September & 3 November 2010)

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**NEXT STEPS:**

APC for approval  
Senate

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**APPENDIX**

Draft University Student Assessment Policy

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**UNIVERSITY STUDENT ASSESSMENT POLICY:  
FINAL DRAFT**

#	SECTIONS	COMMENTS
	<b>1. Scope:</b>	
1.1	<p>This policy shall apply to all undergraduate and graduate Courses, offered by the University, that are evaluated by any form of Assessment. Except where otherwise indicated, this policy applies to all Faculties, including those which administer their own examinations.</p> <p>The principles enunciated in this policy shall be applied, appropriately modified, to Courses of less than a 13 week duration.</p>	
	<b>2. Definitions:</b>	
2.1	For the purposes of this Policy:	
2.1.1	"Assessment" means any form of student activity in a Course to which a grade is to be granted by the Instructor.	
2.1.2	"Assignment" means any form of Assessment other than examinations.	
2.1.3	"Chair" includes the chairs of departments, directors of Institutes and Schools, directors of departments in the Centre for Continuing Education, and deans of faculties without departments.	
2.1.4	<p>"Conflict" means an academic conflict as defined by Enrolment Services.</p> <p><a href="http://www.mcgill.ca/student-records/exam/conflicts/">http://www.mcgill.ca/student-records/exam/conflicts/</a></p>	
2.1.5	"Course" means any educational activity for which credit may be earned by a Student.	
2.1.6	"Clicker" means an electronic hand-held device that records student responses.	
2.1.7	"Deferred Assessment" means any Assessment provided a Student who for documented legitimate reasons could not complete a Course requirement by its due date.	
2.1.8	"Examiner" means the member of the academic staff (including course lecturers in the Centre for Continuing Education) who is responsible for establishing the mode of Assessment and the grades to be granted in a Course.	
2.1.9	"Faculty" means all faculties, the Centre for Continuing Education, and the Graduate and Postdoctoral Studies Office.	



#	SECTIONS	COMMENTS
2.1.10	"Official Examination Period" means the examination period identified in the relevant University calendar.	
2.1.11	"Instructor" means the member of the academic staff responsible for a Course.	
2.1.12	"Related Party" means: (i) a member of an Examiner's or Instructor's immediate family; (ii) a person living in an Instructor's household; (iii) a person with whom an Instructor has, or had, a close or intimate personal relationship; (iv) a person with whom an Instructor shares, directly or indirectly, a financial or other interest; or (v) a person to whom an Instructor owes a financial or moral obligation.	
2.1.13	"Spanned-course" means a Course that is taught over more than one semester.	
2.1.14	"Special Examination" means any Deferred Examination held outside of the official deferred examination period.	
2.1.15	"Student" means a Student as defined in the <i>Code of Student Conduct and Disciplinary Procedures</i> .	
2.1.16	"Supplemental Assessment" means any Assessment provided a Student who receives a grade of D, F, J or U in a Course.	
2.1.17	"Take-home Examination" means an examination that is to be written by students outside of a regular examination setting.	
	<b>3. General</b>	
3.1	<b>Right to Fair Assessments:</b>	
3.1.1	The evaluation of a Student's performance in a Course shall be fair and reasonable, and shall reflect the content of the Course. ( <a href="http://www.mcgill.ca/files/secretariat/Student-Handbook-2009-English.pdf">http://www.mcgill.ca/files/secretariat/Student-Handbook-2009-English.pdf</a> )	
3.1.2	It is the responsibility of Students to exercise due diligence in familiarizing themselves with the provisions of this Policy, the examination schedule, and other University, Faculty and Unit regulations governing the conduct of Assessments.	
3.1.3	All forms of Assessment shall be conducted in such a manner as to preserve academic integrity.	
3.1.4	There should be more than one Assessment for each Course. <sup>1,2</sup>	

#	SECTIONS	COMMENTS
3.2.	<b>Notification of Form of Assessment:</b>	
3.2.1	<p>During the first week of class, Students shall be provided with a description of the means of evaluation to be used in the Course including:</p> <ul style="list-style-type: none"> <li>(i) the number, nature and forms of Assessment to be used in the Course;</li> <li>(ii) the weighting to be accorded each Assessment;</li> <li>(iii) whether a form of Assessment to be used may be subjected to text-matching in accordance with the Policy on Text-Matching Software; and</li> <li>(iv) the University's academic integrity policy.</li> </ul>	
3.2.2	<p>It is the responsibility of Students to exercise due diligence in familiarizing themselves with:</p> <ul style="list-style-type: none"> <li>(i) requirements of the Assessments to which they will be subjected in their Courses;</li> <li>(ii) the due date of Assessments;</li> <li>(iii) the date, time and location of their examinations;</li> <li>(iv) the regulatory framework governing: <ul style="list-style-type: none"> <li>(a) academic integrity;</li> <li>(b) the conduct of examinations;</li> <li>(c) the format and substance of written forms of Assessment, especially graduate theses.</li> </ul> </li> <li>(v) circumstances that would permit Reasonable Accommodation (see below Section 3.4)</li> </ul>	
3.3	<b>Language of Assessment:</b>	
3.3.1	<p>Students shall be permitted to use either English or French in completing any form of Assessment other than</p> <ul style="list-style-type: none"> <li>(i) In-class oral presentations<sup>3</sup>; and</li> <li>(ii) Assessments in Courses in which acquiring proficiency in a language is one of the objectives, where the Assessments shall be in the language of the Course.</li> </ul>	
3.4	<b>Reasonable Accommodation of Students:</b>	
3.4.1	<p>Students with disabilities have the right to reasonable accommodation in fulfilling the Assessment requirements in a Course in accordance with the <i>McGill University Policy Concerning the Rights of Students with Disabilities</i>.  <a href="http://www.mcgill.ca/osd/stu_rights/">http://www.mcgill.ca/osd/stu_rights/</a></p>	
3.4.2	<p>Students who, because of religious commitment, cannot undertake or submit an Assessment in a Course have the right to reasonable accommodation in fulfilling the Assessment requirements in accordance with the <i>Policy for the Accommodation of Religious Holy Days</i>.  <a href="http://www.mcgill.ca/student-records/holydays/">http://www.mcgill.ca/student-records/holydays/</a></p>	
3.4.3	<p>Students, who for valid documented reasons (such as illness or family tragedy), cannot submit a required Assessment in a</p>	

#	SECTIONS	COMMENTS
	Course, on providing satisfactory proof of their inability, may apply in writing and in accordance with the guidelines relating to Deferred Assessments for permission to undertake a Deferred Assessment or receive another type of accommodation.	
3.4.4	Students who without a valid documented reason fail to submit an Assessment shall receive a grade of F for the Assessment (or J in the event of a final examination).	
3.4.5	Students who have already submitted an Assessment cannot subsequently request for the Assessment to be deferred.	
3.5.	<b>Supplemental and Special Examinations</b>	
3.5.1	In a Faculty which offers Supplemental Assessments, a Student who has received a grade of D, F, J or U in a Course may make written application to undertake a Supplemental Assessment in accordance with the Faculty's guidelines pertaining to such Assessments.	
3.5.2	In very exceptional cases, Students who are of the view that their particular circumstances cannot be accommodated by a Deferred Assessment or Supplemental Assessment and legitimately warrant the making of special arrangements for the assessment of their work in a Course may apply in writing to their Instructor, Unit or Faculty for permission to undertake a Special Examination.	
3.6	<b>Review of Assessments by Student:</b>	
3.6.1	Subject to reasonable administrative arrangements, Students shall have the right to: (i) consult any written form of Assessment for which a grade was received; and (ii) discuss that Assessment with the Examiner; provided the right is exercised within a reasonable time of notification of the grade. In the case of 600 and 700 level courses, the Graduate and Postdoctoral Studies Reread Policy would apply.	
3.7	<b>Re-Read by Third Party:</b>	
3.7.1	Subject to section 3.7.2 and to reasonable administrative arrangements, Students have a right to an impartial and competent re-read of any written Assessment and, where warranted, a revision of the grade received.	
3.7.2	Faculties shall establish guidelines governing the process relating to Students' right to a re-read.	

#	SECTIONS	COMMENTS
<b>3.8.</b>	<b>Associate Examiner:</b>	
3.8.1	There shall be an Associate Examiner for each final examination, who shall be appointed in accordance with the procedures established by the Faculty.	
3.8.2	Associate Examiners shall substitute for the Examiner/Instructor should the latter be unavailable when the examination is written.	
<b>3.9</b>	<b>Examiner Conflict of Interest:</b>	
3.9.1	No Examiner or Instructor may administer any form of Assessment to, or mark any form of Assessment submitted or written by, a Related Party unless the prior fully-informed written approval of the Chair is obtained in accordance with the Regulation on Conflict of Interest.	
	<b>4. Written Assignments other than Examinations</b>	
<b>4.1</b>	<b>Submission of Written Assignments other than Examinations:</b>	
4.1.1	Instructors shall ensure that Students are provided with sufficient time to complete in-term written Assignments prior to the commencement of the final examination period.	
4.1.2	Unless otherwise provided by the Unit/Faculty, the due date for in-term written Assignments shall be no later than the last day of classes as specified in the University calendar.	
<b>4.2</b>	<b>Plagiarism:</b>	
4.2.1	When the University has reasonable cause to suspect that a Student has represented the work of another person as his or her own, the University may take any reasonable means to verify the originality of the work including the use of text-matching software in accordance with the <i>Policy on Text-Matching Software</i> . <a href="http://www.mcgill.ca/files/secretariat/Text-Matching-Policy-on-English.pdf">http://www.mcgill.ca/files/secretariat/Text-Matching-Policy-on-English.pdf</a>	
	<b>5. Examinations- General</b>	
<b>5.1</b>	<b>Pre-requisites to Examination:</b>	
5.1.1	A person's right to take an examination is contingent on: (i) being registered as a Student; (ii) being registered in the Course;	

#	SECTIONS	COMMENTS
	(iii) being able to produce valid student identification before or during the examination; and (iv) the fulfillment of all Course requirements, if any, to the taking of the examination.	
<b>5.2</b>	<b>Nature:</b>	
<b>5.2.1</b>	Examinations shall be "closed book" examinations unless otherwise specified by the Instructor.	
<b>5.3</b>	<b>Content:</b>	
<b>5.3.1</b>	The content of the examinations in a Course shall be changed significantly each semester.	
<b>5.4</b>	<b>Language of Examination:</b>	
<b>5.4.1</b>	Examination questions shall be set in the language in which: (i) the Course is taught; or (ii) the Students' proficiency is being assessed.	
<b>5.5</b>	<b>Conflict of Examinations:</b>	
<b>5.5.1</b>	Students are responsible for reporting any Conflict that may exist in their examination schedule to their Instructor or, in the case of final examinations, to the Examination Office or to their Faculty, for those Faculties not administered by Enrolment Services.	
<b>5.5.2</b>	Where the existence of a Conflict is confirmed it shall be resolved in accordance with the University, or where appropriate, Faculty guidelines applicable to the resolution of Conflicts.	
<b>5.5.3</b>	In case of conflicting applicable Faculty guidelines, those of the Faculty in which the Student is registered shall apply.	
<b>5.6</b>	<b>Invigilation:</b>	
<b>5.6.1</b>	All written examinations other than take-home examinations shall be invigilated by the Instructor or designate, or by an individual appointed by the University.	
<b>5.7</b>	<b>Use of Computers, Equipment, Tools or Aids, Electronic or Other by Students:</b>	
<b>5.7.1</b>	Use of computers other equipment, tools or aids, electronic or other, during the course of an examination is prohibited unless expressly permitted by the Instructor/Department/Faculty.	

#	SECTIONS	COMMENTS
5.7.2	Where the use of items referred to in section 5.7.1 is permitted in the course of an examination, students shall comply with all restrictions imposed on such use.	
5.8	<b>Use of Clickers by Instructors:</b>	
5.8.1	Instructors shall not use clickers for the purpose of administering any examination that will contribute to the final grade to be assigned to a Course.	
5.9	<b>Confidentiality of Examination Questions:</b>	
5.9.1	All examination questions are confidential and shall be returned to the Instructor unless otherwise determined by the Instructor/Unit/Faculty.	
	<b>6. Examinations – Final</b>	
6.1	<b>Scheduling and Weighting:</b>	
6.1.1	Final examinations in regularly scheduled Courses shall be held in the period designated by the University for such examinations. <sup>4</sup>	
6.1.2	If a final examination is offered in a Course, it shall be worth at least 25% of the Course grade.	
6.1.3	The maximum weight of a final examination in a regularly scheduled Course shall be no more than 75% of the Course grade. <sup>5</sup> Exceptions shall be made where students have been offered the choice in advance to write a final examination worth more than 75% of the Course grade.	
6.1.4	Should written examinations in a regularly scheduled Course contribute 50% or more to the Course grade, one of the examinations shall be held during the final examination period. <sup>6</sup>	
6.1.5	Faculties shall develop guidelines for the administration of take-home final examinations.	
	<b>7. Examinations - In-Term</b>	
7.1	<b>Scheduling:</b>	
7.1.1	Subject to section 7.1.2, no in-term Examination in a regularly scheduled Course shall be scheduled during the last 14 calendar days of classes as specified in the University calendar.	

#	SECTIONS	COMMENTS
7.1.2	<p>In-term Assessment may be scheduled during the last 14 calendar days of classes where the Assessment is:</p> <ul style="list-style-type: none"> <li>(i) part of a pattern of regular in-term Assessments in the Course and is not worth more than 10% of the final mark; or</li> <li>(ii) an oral examination in a language Course; or</li> <li>(iii) where an Assessment (exclusive of Examinations) was assigned as per 3.2.1.</li> </ul>	
7.1.3	<p>Notwithstanding the foregoing provisions, mid-course examinations held in spanned-courses shall be held during the final examinations period.</p>	
7.1.4	<p>Officially scheduled academic activities take precedence over any examinations scheduled outside of normal class time for the Course in which the examination is being given.</p>	
7.1.5	<p>When a student has conflicting in-term examinations, scheduled outside of normal class time, the student shall be permitted to write a Deferred Examination in one (or more) of the Courses.</p> <ul style="list-style-type: none"> <li>• The Instructors of the classes shall consult in an attempt to reach a mutual decision as to who shall offer the make-up examination.</li> <li>• In the event that a mutual decision is not possible, regulations concerning examination conflicts of the Faculty in which the Student is registered shall apply.</li> </ul>	
<b>8. Examinations – Multiple Choice</b>		
8.1.1	<p>Several versions of each multiple-choice examination shall be created by scrambling the questions. A minimum of two (2) versions is to be used. Where enrolment exceeds 200, four (4) versions are required.</p>	
8.1.2	<p>Machine scored multiple-choice examinations in a Course may be subject to analysis by the McGill Exam Security Computer Monitoring Program.</p>	
<b>9. Guidelines for Conduct of Examinations</b>		
9.1.1	<p>The University/Faculty/Unit shall develop rules governing the administration and conduct of examinations and in particular dealing with:</p> <ul style="list-style-type: none"> <li>(i) seating arrangement for Students;</li> <li>(ii) the time constraints on entry to and exit from an examination room;</li> <li>(iii) the circumstances for, and conditions under, which Students may leave and re-enter an examination room;</li> <li>(iv) the personal items (electronic or other), if any, to which</li> </ul>	

#	SECTIONS	COMMENTS
	Students may have access during the taking of an examination; (v) the interruption of any examination by an external event; (vi) the administration of multiple-choice examinations.	
9.1.2	Faculties may develop their own set of regulations governing the conduct of examinations provided they are not inconsistent with this Policy or any University regulations developed hereunder.	

**Notes:**

- <sup>1</sup> Exception granted to the Faculty of Medicine for clinical evaluations.
- <sup>2</sup> Exception granted to Faculty of Law to grandfather existing sessional lecturers/practitioners.
- <sup>3</sup> Exception granted to Faculty of Law due to the bilingual nature of its program.
- <sup>4</sup> Exception granted to the Faculties of Medicine and Dentistry due to their particular academic timetable.
- <sup>5</sup> Exception granted to Faculty of Law to grandfather existing sessional lecturers/practitioners.
- <sup>6</sup> Exception granted to the Faculties of Medicine and Dentistry due to their particular academic timetable.

**Appendix A: List of Existing University Policies Consulted**  
 (not including Faculty-specific regulations documents)

*University Exam Regulations* (<http://www.mcgill.ca/student-records/exam/regulations/>)

*Conflicts for Final Exams* (<http://www.mcgill.ca/student-records/exam/conflicts/>)

*Handbook on Students' Rights and Responsibilities* (<http://www.mcgill.ca/files/secretariat/Student-Handbook-2009-English.pdf>)

*Policy Concerning Rights of Students with Disabilities* ([http://www.mcgill.ca/osd/stu\\_rights/](http://www.mcgill.ca/osd/stu_rights/))

*Policy for the Accommodation of Religious Holy Days* (<http://www.mcgill.ca/student-records/holydays/>)

*Policy on Associate Examiners* (no website – **Committee on Enrolment and Student Affairs** document)

*Policy on Text-Matching Software* (<http://www.mcgill.ca/files/secretariat/Text-Matching-Policy-on-English.pdf>)