



Memorandum

Deputy Provost (Student Life and Learning)
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TO: Senate

FROM: Professor Morton J. Mendelson,
Deputy Provost (Student Life & Learning)
Vice-Chair of Academic Policy Committee (APC)

SUBJECT: University Student Assessment Policy

DATE: January 5, 2011

DOCUMENT #: D10-35

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: A comprehensive University policy regarding the assessment of students.

BACKGROUND & RATIONALE:

A workgroup on examination regulations was struck by the Enrolment and Student Affairs Advisory Committee (ESAAC) with the mandate of making recommendations regarding an over-arching University policy for examinations, including midterms where applicable, that would be as comprehensive as possible and that would replace several existing policies. The Policy governing examinations is meant to protect students from excessive workloads and to ensure that all students are treated equitably. Students should write examinations in conditions that permit them to put forth their best effort and that minimize the possibilities of cheating.

The workgroup revisited the current examination policies and regulations at the University and faculty levels, including the 1990 Regulations on Examination Security, the 1997 Report to Senate of the Workgroup on Exam Security, the 2006 University exam regulations, and more recent policy and resolutions regarding multiple-choice exams, student response systems, and associate examiners. In addition, the workgroup also considered forms of assessments, specifically midterm exams, written assignments, and oral exams.

The implementation date is envisioned for September 1, 2011, in order to enable instructors and faculty Student Affairs Offices to become acquainted with them in time for the Fall 2011 semester.

Workgroup membership:

- 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)

The proposed University Student Assessment Policy, attached as Appendix A to the 435th Report of the Academic Policy Committee (D10-33), is presented to Senate for discussion. It is currently undergoing final legal review and will be presented to Senate for approval at a later date.

**MOTION OR
RESOLUTION
FOR APPROVAL:**

Draft resolution to be considered at a future meeting:

Be it resolved that Senate approve, on the recommendation of the Academic Policy Committee, the University Student Assessment Policy;

Be it further resolved that all policies made redundant by the adoption of the aforementioned University Student Assessment Policy be repealed.

**PRIOR
CONSULTATION:**

The workgroup met seven times and exchanged input electronically between January and April 2010 and obtained input from the following:

- 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)
- Graduate and Postdoctoral Studies
- Deans (19 May, 15 September & 3 November 2010)
- Academic Policy Committee (21 October & 9 December 2010)

APPENDICES:

Please refer to D10-33 Appendix A.