



SIHE Examination Policy

Policy Area: Academic Governance

Approval: Chairperson, Academic Council

Signature:

Date:

1. Purpose

Sheridan Institute of Higher Education (SIHE) acknowledges the end-of-semester, summative assessment (examination) helps maintain excellence in teaching and learning. This policy provides principles for the design, delivery, and moderation of examinations, including considerations for special circumstances. It should be read in conjunction with relevant policies and procedures as stated below (see Section 6).

2. Scope

This policy applies to Sheridan students and staff and, where applicable, to external individuals involved in the process as highlighted in Section 4.

3. Guiding Principles

Sheridan believes the teaching and learning process should embody truth, wisdom, innovation, effective communication, independent learning, and servant leadership. The design and delivery of examinations is based on this commitment and therefore:

- a) promotes active student engagement in learning, and reinforces and rewards that learning,
- b) recognises and values student diversity,
- c) maintains the integrity of the course structure,
- d) produces marks that are valid, reliable, and accurate,
- e) exemplifies ethical practice that is transparent and consistent across SIHE,
- f) meets the expectations and satisfies the standards of stakeholders and accrediting authorities,
- g) is subject to external moderation and peer review, and
- h) is the focus of quality assurance and continuous improvement

4. Policy Statement

4.1. Design of Examination

4.1.1. Assessment of Unit Learning Outcomes

The examination paper will be designed to confirm whether the specified learning outcomes have been achieved and ensure the level of student attainment is accurately reflected in the grade awarded (HESF 1.4.3)

4.1.2. Frequency of re-use

Examination papers in their entirety must not be reused in two successive teaching cycles.

4.1.3. Weighting of Examination

The Examination carries a weighting of 30%–50% of the overall unit mark.

4.1.4. Location

Examinations are to be conducted on the SIHE campus, unless otherwise authorised by the School Dean and the Academic Principal.

4.1.5. Open- & Closed-Book Examination

Examinations could be either open- or closed-book. This will be stated in the Unit Outline. Lecturers will decide which materials (e.g. textbook, calculator, or notes) can be brought into the exam.

4.1.6. Format of Examination

Examinations should encourage students to apply what they have learned rather than just reiterate.

4.1.7. Length of Examination

Two (2) hours plus ten (10) minutes of reading time is the normal length of an examination, but it may be longer. Details will appear in the Unit Outline.

4.1.8. Examination Scheduling

Examinations are scheduled during Exam Week (between 9 a.m. and 7 p.m.) in accordance with the SIHE timetable. See Section 4.6.1 for special circumstances.

4.2. Delivery of Examination

4.2.1. Invigilation

All examinations will be invigilated and carried out in accordance with the *Sheridan Examination Procedures for Invigilation*.

4.2.2. Examination Conduct

Students must make themselves available at the time of the scheduled examination. Failure to do so results in a Fail grade. In relation to policies concerning sickness or unforeseen circumstances, see Section 4.6.1.

Students are required to follow any reasonable instruction from the invigilator. Failure to do so may constitute misconduct.

Electronic devices (e.g. mobile phones, tablets, or smartwatches) are not permitted on the desks. An approved calculator is an exception.

If students leave the room during the exam, they are not permitted to continue with the examination. Medical exemptions to this rule will be considered.

Students are not allowed to contact lecturers during the examination, although respective staff will be available during the reading time if needed.

4.3. Moderation

To maintain validity in both the design and marking of examination papers, moderation by individuals other than lecturers or unit coordinators is deemed essential.

4.4. Marking

4.4.1. Timeframe for Marking

Lecturers must complete marking within two weeks of the examination being sat and record the result in the UMS Marksbook.

4.4.2. External Moderation

To validate the integrity of the marking, a representative sample of marked examination papers from relevant units will be sent to a suitable external reviewer.

4.5. Confidentiality and Record-Keeping

Sheridan holds marked examination papers in both computer- and paper-based records and will only maintain them for as long as it is required. Examination results will only be released to another institution if the student is enrolled there.

4.6. Special Circumstances

4.6.1. Alternative Examination Arrangements

In case of sickness or unforeseen circumstances, an alternative examination arrangement may be allowed. Supporting documents and approval from the Academic Principal are required. The Academic Principal oversees this process.

A supplementary Examination is offered to a student for whom providing them with a second chance to pass the unit is warranted. The Board of Examiners determines who may be offered a Supplementary Examination on a case-by-case basis by considering a student's academic record and circumstances. To qualify, a student must have obtained an overall mark of at least '45%' in the unit. However, approval for a supplementary should not be granted simply on the basis of a 'near pass' (i.e. a mark close to 50%). A maximum of two supplementary Examinations may be granted to the same student in a study period.

4.6.2. Special Needs

In conjunction with the Academic Principal, special consideration is given to students on an Equal Opportunity in Education Plan.

4.6.3. Abandonment of Examination

If the examination needs to be abandoned (e.g. pandemic lockdown, fire, or a fire drill), a new examination time will be released, which may be outside Exam Week. Under this circumstance, if students are not able to attend, they may apply for an Alternative Examination Arrangement.

5. Breach of Policy

5.1. Student

When a breach of this Policy is suspected, the student will be dealt with under the SIHE Academic Integrity Policy.

5.2. Staff

When a breach of this Policy is suspected, the staff will be dealt with under the SIHE Code of Conduct.

6. APPENDIX: Document History and Version Control Record

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| Document Title: | Examination Policy |
| Source Documents: | |
| Associated Internal Documents: | Academic Integrity Policy Assessment Policy Examination Procedure for Invigilators Examination Procedure for Students Student Grievance Policy Student Laptop Exam Procedures |
| Associated External Documents: | Higher Education Standards Framework (Threshold Standards) (2021) |
| Authorised Officer: | Chairperson, Academic Council |
| Approved by: | |
| Date of Approval: | |
| Next Review Date: | July 2024 |

| Version Number | Version Date | Authorised Officer | Amendment Details |
|----------------|---------------|---|-------------------|
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| 1.00 | 20 April 2017 | Policy approved by Academic Council 19/4/2017 | |
| 1.01 | 16 June 2022 | Teaching and Learning Sub-committee | Revisions |