

Approval Date: May 28, 2012

Parent Policy: [Assessment and Grading](#)

Consolidated Final Examinations Procedure

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

University regulations regarding the conduct of examinations are contained in the University Calendar, with the exception of this procedure concerning **consolidated final examinations** and the Access to Evaluative Course Material Procedure.

Purpose

To define University-wide procedures with respect to consolidated final examinations.

PROCEDURE

1. COMMON (CONSOLIDATED) FINAL EXAMINATIONS IN MULTI-SECTIONED COURSES

a. Approval of consolidated examinations

Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.

b. Time of consolidated examinations

Consolidated examinations will be scheduled as follows:

- The day immediately following the official end of classes for the term will not be used to schedule consolidated final examinations;
- Other days, excluding Sundays and holidays, prior to the official start of final examinations may be used;
- The Saturday during the official examination period may be used if it is not used for normally scheduled examinations;
- Days after the official examination period may be used providing they are prior to December 23rd in the Fall Term and allow a minimum of 23 working days between the last day of Winter Term examinations and the first day of Spring convocation.

c. Coordination of examinations

The examinations are coordinated by the Faculty in which the courses are taught. Faculties and departments are responsible for providing instructional and support staff on exam day. There is no guarantee that gymnasium seating will be available.

- d. The Examinations and Timetabling division of the Registrar's Office will consult with Faculties regarding the dates and time of the consolidated examinations. Every attempt will be made to construct a conflict-free schedule. However, should a student have conflicting consolidated examinations scheduled, the Faculties involved will make an accommodation for the student. Courses for which consolidated examinations are given will be identified as such in the course listings and the times of writing presented on the website of the Registrar's Office (www.registrar.ualberta.ca).

The Office of the Registrar will keep a list of courses that have used, or currently use, consolidated examinations.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Consolidated Final Examination	A final examination for a multiple-section course that is held at a single time.
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FORMS

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