

Orientation - Examinations

Please email copies of any exams you prepare to the Chair, along with an answer key. These exams are kept as part of the Academic Record of the College of Nursing (*applies only to First-Term, Mid-Term and Final Exams*). Marking should ideally be completed within one week and the marks emailed to the Chair and the Administrative Assistant.

A Grade Sheet will be prepared by the Administrative Assistant. The instructor should check the sheet for accuracy of grades and attendance (kept by the Admin. Assistant), then signed by the instructor. The signed Grade Sheet will be sent to the Registry. Grade sheets should be submitted a few days after marks have been given to the Admin. Assist.

- **FT/MT:** First term and mid-term exams are one hour long as in the IUBAT semester calendar or as determined by the instructor. These take place during class time. The students should be placed with a minimum of one desk space between them during exams or quizzes (an alternative format for large classes is to have two separate exams/quizzes or papers that use a different order for the questions). **All answers are written on a separate answer script.** Both question papers and answer scripts are collected at the end of the exams. Following marking of the First and Mid-Term exams, the answer scripts are returned to the students but NOT the question papers (this is a university policy).
- **Final:** The final examination of 3 hours is conducted at end of the semester (2 hr for a 2 unit course). **The date and room are determined by the Registry.** Students will be allocated seats by the registry, usually with alternating columns of different courses (all examinees must have at least one desk space between themselves and any other examinee of the same course). **If you will be unavoidably absent on the date of the Final Examination please speak with the Chair so an alternative for either the exam date or the invigilator/marker can be arranged.** Neither the question paper nor the answer script are returned to the students for the Final Examination. Answer scripts will be held by the Department Chair for a minimum of 2 months, during which time students may appeal grades (see above). After 2 months answer scripts will be returned to the student on request.
- **Marking (for all exams):** Please enter your marks on a grid for each exam. You should note the mark value of each question and each student's individual mark for that question.
Example:

Total poss. mark	2	1	5	4		12	%
Question #	1	2	3	4		Total	

Student A	2	1	4	4		11	
Student B	2	0	5	3		10	
Student C	2	1	5	3		11	

The marking grids may be done as hard or soft copies. When they are done please give/send a copy to the Chair and the Administrative Assistant. These grids allow us to evaluate areas of weakness for the students and track progress as we try to improve delivery of our material. They also help ensure complete marking. ***Note: The marking grid is only submitted for First-Term, Mid-Term and Final Examinations. It's not necessary to provide a marking grid for quizzes or class assignments unless you feel it will be useful.***

Exams and assignments will be weighted according to the Course Outline. These weighted values may be adjusted in consultation with the Chair and provided the students are given timely notification of the changes.

Academic Misconduct

The students have a strong culture of cheating. It is expected by the students and may be tolerated by some faculty in other departments. However, IUBAT has a no-tolerance policy. Students should be warned at the beginning of examinations that any form of cheating will result in a dismissal from the exam and a grade of “F” for that exam. If this policy is strict, academic misconduct is largely absent after the first semesters, however, students will often test a new instructor so we recommend vigilance. **The students may be warned once but should be dismissed from the exam immediately for any repeated or major infraction.**

CON Examinations – (First-Term, Mid-Term). Penalties: One warning (attempting to talk, showing papers or trying to read papers of others) then dismissal from the examination room.

FINAL Examination – a) one warning, b) hold the offending student’s examination paper for 30 min, c) dismissal from the examination room. Note: Many other faculties may not have enforced “zero tolerance” so the students have a different expectation and it is somewhat unfair to enforce sudden dismissal. If you are an invigilator in a multi-disciplined exam room please be firm but follow the policy of holding the paper first. If the offending student is a CON student – one warning followed by dismissal.

During Examinations (note: These are university policies for First-Term, Mid-Term and Final Examination; they do not apply to informal quizzes and other mid-semester evaluations):

- o All books, bags and cell phones must be kept outside the classroom (in the case of Mid-Terms, in the front of the classroom). Any student observed with a cell phone in their possession will have the phone confiscated. Instructors may hold the phone for several days. (Students have been found recording answers or texting friends)
- o Students may not leave the exam room for any reason once the exam has begun, until they are ready to hand in their completed paper.
- o **All answers are written on a separate answer script. There must be no writing on the question paper except the student's name/ID.** (Students have been observed “dropping” question papers with answer notes to be picked up by adjacent students.) **Multiple-choice questions** must **NOT** be circled or checked on the question paper; they should be answered on the answer sheet. Note: Students have been known to “sign” answers to MCQs.
- o **FT and MT** exams the question paper is kept by the department and the **answer script is returned to the students**. Neither the question paper nor the answer script are returned to the students following the Final Exam. Students may review the Final exam on request and one by one, in the presence of the Chair (the Chair will call (or mail) the instructor or other faculty members to be present if necessary). At this time the student may appeal answers or perceived miscalculation of marks and the instructor can adjust the mark if s/he feels the student is justified. The grade would then be recalculated and, if necessary, a revised Grade Sheet would be issued to the Registry.
- o **Final exams** – the question paper and the **answer script are held by the CON office**. Students may make an appointment to review their exam in the presence of an instructor. Corrections can be made to Grade Sheets if the instructor deems it necessary.

When marking, instructors are asked to make a line through any empty space on the answer script; students have been known to write in answers later then approach for an appeal.